

PO Box 456, Danville, PA 17821 | (570) 336-2060 | RStoudt@MontourRec.com

April 27, 2020 Regular Meeting Agenda

7:00pm

This meeting will be conducted through the Zoom platform due to COVID-19 restrictions.

No in-person meeting will be held.

In order to prevent malicious conduct, meeting attendees must register in advance for this meeting at:

<https://us02web.zoom.us/meeting/register/tZYodu2rrDMtGNM8q0zNiSP1TFAA-z2Y8P8k>.

After registering, you will receive a confirmation email containing information about joining the meeting.

For questions or problems, please contact Bob Stoudt, MARC Director, at (570) 336-2060.

Call to Order

Public Comment

Officer Reports

- Chairman's Report (Mike Mills)
- Treasurer's Report (Tyler Dombroski) (**pages 2 - 22**)
- Secretary's Report (Chris Johns)

Partner Reports

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (Kevin Herriott / Dr. Dan Rogers)
- Riverside Borough (Bill Lavage / Kyle Postupack)
- Montour County (Commissioner Dan Hartman)
- Danville Area School District (Chris Johns)

Assistant Director's Report (Jon Beam) (page 23)

Maintenance Technician's Report (Denny Piatt) (page 23)

Director's Report (Bob Stoudt) (**pages 24 - 37**)

- Mahoning Township statement of interest in joining MARC (page 36)

Old Business

New Business

- Approval of Stoudt expense report (provided separately)
- Cancellation of Montour 24 Endurance Runs and Chilli Challenge Adventure Triathlon
- 2020 budget revision (**pages 36 and 38 – 40**)

Other Items

Adjournment

next meeting May 18 (*one week early to avoid Memorial Day holiday; subject to COVID-19 meeting restrictions*)

MARC Savings Account (ID 01) Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Debit (-)	Credit (+)	Account Balance
				2020 beginning balance			5.63

NO ACTIVITY SINCE LAST MEETING

Montour Preserve DCNR Grant Checking Account (ID 41) Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Debit (-)	Credit (+)	Account Balance
				2020 beginning balance				-
				account closed 4/16/2020				

Montour Preserve DCED Grant Checking Account (ID 42) Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Debit (-)	Credit (+)	Account Balance
				2020 account beginning balance				2,986.11
interest	1/31/20	2/3/20	1/1 - 1/31/20	interest	interest		5.02	2,991.13
interest	2/29/20	3/10/20	2/1 - 2/29/20	interest	interest		1.90	2,993.03
interest	3/31/20	4/15/20	3/1 - 3/31/2020	interest	interest		1.32	2,994.35
transfer	4/17/20			transfer to general checking account to reimburse eligible Montour Preserve expenses (as approved by DCED on 4/17)		2,284.05		710.30



MARC 2020 Checking Account (ID 40) Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Grant to Credit or Debit (if Applicable)	Debit (-)	Credit (+)	Account Balance
debit card	3/16/20	4/15/20	3/1 - 3/31/2020	USPS Danville (stamps)	office expenses		33.00		71,944.15
debit card	3/17/20	4/15/20	3/1 - 3/31/2020	Amazon.com (USB microphone)	Montour Preserve (programming supplies)		72.01		71,872.14
debit card	3/25/20	4/15/20	3/1 - 3/31/2020	Cole's Hardware (trash bags and paper towels)	Hess Recreation Area		26.24		71,845.90
debit card	3/30/20	4/15/20	3/1 - 3/31/2020	Cole's Hardware (parking lot paint, rollers, roller handles, paper towels, tire repair kit)	\$23.29 Montour Preserve (maintenance/misc); \$196.50 Montour Preserve (parking lot repair)		219.79		71,626.11
6291	3/31/20	4/15/20		Northcentral Pennsylvania Conservancy (Montour Preserve pavilion refund)	Montour Preserve (pavilion REFUND)		75.00		71,551.11
6292	3/31/20	4/15/20		Angela Carter (Montour Preserve pavilion refund)	Montour Preserve (pavilion REFUND)		100.00		71,451.11
6293	3/31/20	4/15/20		Starr Portables	\$325 Humdinger (porta-potties); \$125 Montour Preserve (programming supplies)		450.00		71,001.11
6294	3/31/20	4/15/20		Columbia Montour Chamber of Commerce (annual dues)	dues & subscriptions		275.00		70,726.11
6295	3/31/20	4/15/20		Verizon (telephone)	Montour Preserve (telephone)		104.53		70,621.58
6296	3/31/20	4/15/20		Candy Fisher (cleaning service 1/6 - 3/13)	Montour Preserve (cleaning)		800.00		69,821.58
6297	3/31/20	4/15/20		Dennis Piatt (payroll 3/1 - 3/14)	payroll - Piatt		589.90		69,231.68
6298	3/31/20	4/15/20		Jon Beam (payroll 3/1 - 3/14)	payroll - Beam		607.28		68,624.40
6299	3/31/20	4/15/20		Lesley Yeich (payroll 3/1 - 3/14)	payroll - Yeich		374.37		68,250.03
6300	3/31/20	4/15/20		Robert Stoudt (payroll 3/1 - 3/14)	payroll - Stoudt		2,173.08		66,076.95
6301	3/31/20	4/15/20		Central Susquehanna Community Foundation (transfer of donations to Washingtonville Revitalization Fund)	Washingtonville Revitalization		250.00		65,826.95
6302	3/31/20	4/15/20		PPL Electric Utilities (Hess Recreation Area)	Hess Recreation Area		38.94		65,788.01
6303	3/31/20	4/15/20		PPL Electric Utilities	Montour Preserve (electricity)		31.09		65,756.92
6304	3/31/20	4/15/20		PPL Electric Utilities	Montour Preserve (electricity)		682.07		65,074.85
6305	3/31/20	4/15/20		PPL Electric Utilities	Montour Preserve (electricity)		41.44		65,033.41
6306	3/31/20	4/15/20		PPL Electric Utilities	Montour Preserve (electricity)		763.51		64,269.90
6307	3/31/20	4/15/20		Susquehanna River Valley Visitors Bureau (annual dues)	dues & subscriptions		175.00		64,094.90
6308	3/31/20	4/15/20		Dennis Piatt (payroll 3/15 - 3/28)	payroll - Piatt		325.57		63,769.33
6309	3/31/20	4/15/20		Jon Beam (payroll 3/15 - 3/28)	payroll - Beam		309.71		63,459.62
6310	3/31/20	4/15/20		Lesley Yeich (payroll 3/15 - 3/28)	payroll - Yeich		39.41		63,420.21
6311	3/31/20	4/15/20		Robert Stoudt (payroll 3/15 - 3/28)	payroll - Stoudt		1,568.29		61,851.92
6312	3/31/20	4/15/20		Kristy Farrell (Hess Recreation Area users' fee refund)	Hess Recreation Area (users' fee REFUND)		25.00		61,826.92
deposit	3/31/20	4/15/20	3/1 - 3/31/2020	deposit	\$227 Montour Preserve pavilion reservation fees; \$300 Montour Preserve donations; \$500 CSCF grant - Girls ROC Camp; \$145.08 other income; \$1,240 Humdinger 2020 race registration fees; \$25 unrestricted donation			2,437.08	64,264.00
interest	3/31/20	4/15/20	3/1 - 3/31/2020	dividend interest earned 3/1 - 3/31	interest			8.42	64,272.42

CONTINUED NEXT PAGE



MARC 2020 Checking Account (ID 40) Register

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Grant to Credit or Debit (if Applicable)	Debit (-)	Credit (+)	Account Balance
deposit	4/2/20			deposit (DCNR Montour Preserve grant closeout payment)	deposit (DCNR Montour Preserve grant closeout payment - earmarked for Montour Preserve)			30,000.00	94,272.42
debit card	4/7/20			Cole's Hardware (ropes, caution tape, gloves, cable ties for skatepark closure)	Hess Recreation Area		105.55		94,166.87
automatic payment	4/15/20			PA Dept. of Revenue (March payroll taxes)	payroll taxes		368.22		93,798.65
automatic payment	4/15/20			US Treasury (March payroll taxes)	payroll taxes		2,731.10		91,067.55
debit card	4/16/20			Cole's Hardware (rakes, shovel, hoe)	park maintenance tools & supplies		158.41		90,909.14
transfer	4/17/20			transfer from DCED grant checking account to reimburse Montour Preserve eligible expenses	Montour Preserve			2,284.05	93,193.19
debit card	4/20/20			Sheetz (diesel fuel for Hess Recreation Area work)	Hess Recreation Area		40.10		93,153.09
debit card	4/20/20			Cole's Hardware (air compressor, fuel mix, tire valve caps)	park maintenance tools & supplies		110.53		93,042.56
debit card	4/21/20			Cole's Hardware (push broom)	park maintenance tools & supplies		21.19		93,021.37
debit card	4/21/20			Penn Jersey Food Mart (diesel fuel)	Montour Preserve (maintenance/misc)		23.22		92,998.15
debit card	4/23/20			Zoom Video Communications (monthly fee)	office expenses		15.89		92,982.26
6313	4/23/20			Ted Heaps Container Service (trash removal)	\$125 Montour Preserve (trash); \$65 Hess Recreation Area		190.00		92,792.26
6314	4/23/20			Dennis Piatt (payroll 3/29 - 4/11)	payroll - Piatt		216.18		92,576.08
6315	4/23/20			Jon Beam (payroll 3/29 - 4/11)	payroll - Beam		104.91		92,471.17
6316	4/23/20			Robert Stoudt (payroll 3/29 - 4/11)	payroll - Stoudt		1,793.36		90,677.81
6317	4/23/20			Hoover Tractor (connector bolt for tractor)	Montour Preserve (maintenance/misc)		28.25		90,649.56
6318	4/23/20			MePush, Inc. (website hosting)	\$49.50 Montour Preserve (website); \$49.50 misc. expenses		99.00		90,550.56
6319	4/23/20			Carol Burke (expense reimbursement for Montour Preserve paver edging)	Montour Preserve (maintenance/misc)		90.66		90,459.90
6320	4/23/20			Verizon (telephone)	Montour Preserve (telephone)		102.18		90,357.72
6321	4/23/20			PPL Electric Utilities	Montour Preserve (electricity)		520.27		89,837.45
6322	4/23/20			PPL Electric Utilities	Montour Preserve (electricity)		41.13		89,796.32
6323	4/23/20			PPL Electric Utilities	Montour Preserve (electricity)		419.17		89,377.15
6324	4/23/20			PPL Electric Utilities	Montour Preserve (electricity)		34.05		89,343.10



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Statement Period: 03/01/2020-03/31/2020

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Summary of Accounts:

	Ending Balance	YTD Dividend	Member Number: 584727
Savings			
01 - REGULAR SAVINGS	5.63	0.00	
40 - CHECKING	74,181.61	12.72	
41 - DCNR GRANT CHECKING	0.00	0.00	
42 - DCED GRANT CHECKING	2,994.35	8.24	
Total	77,181.59	20.96	

Authorized Signer(s): TYLER DOMBROSKI, CHRISTOPHER JOHNS, ROBERT T STOUDT, MICHAEL B MILLS

ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Mar 1		Balance Forward			5.63
Mar 31		Ending Balance			5.63

ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Mar 1		Balance Forward			56,509.63
Mar 2		Certified Draft 0000006274 for \$1,455.96			
Mar 2		Draft 6257		-10.00	56,499.63
Mar 2		Draft 6252		-190.00	56,309.63
Mar 2		Draft 6254		-385.00	55,924.63
Mar 2		Draft 6276		-1,220.49	54,704.14
Mar 3		Certified Draft 0000006271 for \$649.94			
Mar 3		Draft 6258		-10.00	54,694.14
Mar 3		Draft 6274		-1,455.96	53,238.18
Mar 4		Draft 6270		-31.29	53,206.89
Mar 4		Draft 6268		-42.96	53,163.93
Mar 4		Draft 6277		-300.00	52,863.93
Mar 4		Draft 6271		-649.94	52,213.99
Mar 4		Draft 6267		-906.83	51,307.16
Mar 4		Draft 6269		-916.88	50,390.28
Mar 4		Draft 6272		-2,300.00	48,090.28
Mar 5		Withdrawal POS #021189		-190.77	47,899.51
Mar 5		COLE'S-DANVILLE 488 FERRY ST DANVILLE PA			
Mar 6		Deposit ACH Eventbrite, INC.	801.02		48,700.53
Mar 6		TYPE: EDI PYMNTS ID: 2141888467 CO: Eventbrite, INC.			
Mar 6		Withdrawal POS #423468		-109.50	48,591.03
Mar 6		WEIS MARKETS 010 140 Continental Bouleva DANVILLE PA			
Mar 6	Mar 07	Withdrawal POS #532692		-89.01	48,502.02
Mar 6		AMAZON.COM*8Y2XM22J3 SEATTLE WA			
Mar 10		Deposit	10,210.00		58,712.02
Mar 11		Withdrawal Debit Card		-16.26	58,695.76

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Member Number: 584727 Statement Period: 03/01/2020-03/31/2020

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ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
		3/9 TURBOTVILLE GREAT VAL TURBOTVILLE PA			
Mar 12		Deposit ACH GEISINGER PAY GR TYPE: AP PAYMENT ID: 1232164794 CO: GEISINGER PAY GR	25,000.00		83,695.76
Mar 12		Draft 6275		-1,238.07	82,457.69
Mar 12		Draft 6290		-2,235.32	80,222.37
Mar 13		Withdrawal Debit Card 3/12 BURST LANDSCAPE SUPPLIES DANVILLE PA		-195.04	80,027.33
Mar 13		Withdrawal Debit Card 3/12 BURST LANDSCAPE SUPPLIES DANVILLE PA		-322.24	79,705.09
Mar 14		Withdrawal Debit Card 3/12 TURBOTVILLE GREAT VAL TURBOTVILLE PA		-49.50	79,655.59
Mar 16		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-1,263.82	78,391.77
Mar 16		Withdrawal ACH COMMWLTHOFPA INT TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT		-174.93	78,216.84
Mar 16		Draft 6278		-46.60	78,170.24
Mar 16		Draft 6288		-568.94	77,601.30
Mar 16		Draft 6289		-791.47	76,809.83
Mar 17		Withdrawal Debit Card 3/16 USPS PO 41190008 410 MILL DANVILLE PA		-33.00	76,776.83
Mar 17		Draft 6279		-40.62	76,736.21
Mar 17		Draft 6287		-1,003.00	75,733.21
Mar 17		Draft 6280		-1,270.00	74,463.21
Mar 17		Draft 6284		-2,000.00	72,463.21
Mar 17	Mar 18	Withdrawal POS #506389 AMAZON.COM*R91C890B3 SEATTLE WA		-72.01	72,391.20
Mar 18		Draft 6281		-92.00	72,299.20
Mar 18		Draft 6283		-99.00	72,200.20
Mar 18		Draft 6282		-190.00	72,010.20
Mar 24		Draft 6261		-28.06	71,982.14
Mar 25		Withdrawal POS #035619 COLE'S-DANVILLE 488 FERRY ST DANVILLE PA		-28.24	71,953.90
Mar 30		Withdrawal POS #060944 COLE'S-DANVILLE 488 FERRY ST DANVILLE PA		-219.79	71,736.11
Mar 31		Deposit by Check	2,437.08		74,173.19
Mar 31		Deposit Dividend Dividend Post Annual Percentage Yield Earned 0.150% from 03/01/2020 through 03/31/2020	8.42		74,181.61
Mar 31		Ending Balance			74,181.61
		Total Deposits 38,456.52			
		Total Withdrawals 20,784.54			

Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Mar 2	□ 6252	190.00	Mar 4	□ 6271	649.94	Mar 18	□ 6281	92.00
Mar 2	□ 6254*	385.00	Mar 4	□ 6272	2,300.00	Mar 18	□ 6282	190.00
Mar 2	□ 6257*	10.00	Mar 3	□ 6274*	1,455.96	Mar 18	□ 6283	99.00
Mar 3	□ 6258	10.00	Mar 12	□ 6275	1,238.07	Mar 17	□ 6284	2,000.00
Mar 24	□ 6261*	28.06	Mar 2	□ 6276	1,220.49	Mar 17	□ 6287*	1,003.00
Mar 4	□ 6267*	906.83	Mar 4	□ 6277	300.00	Mar 16	□ 6288	568.94
Mar 4	□ 6268	42.96	Mar 16	□ 6278	46.60	Mar 16	□ 6289	791.47
Mar 4	□ 6269	916.88	Mar 17	□ 6279	40.62	Mar 12	□ 6290	2,235.32
Mar 4	□ 6270	31.29	Mar 17	□ 6280	1,270.00			

* denotes skipped sequence

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Member Number: 584727
Statement Period: 03/01/2020-03/31/2020

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	Total for This Period	Total Year-to-Date
Returned Item Fees	0.00	0.00
Overdraft Fees	0.00	0.00

ID 41 DCNR GRANT CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Mar 1		Balance Forward			0.00
Mar 31		Ending Balance			0.00

	Total for This Period	Total Year-to-Date
Returned Item Fees	0.00	0.00
Overdraft Fees	0.00	0.00

ID 42 DCED GRANT CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Mar 1		Balance Forward			2,993.03
Mar 31		Deposit Dividend Dividend Post	1.32		2,994.35
		Annual Percentage Yield Earned 0.520% from 03/01/2020 through 03/31/2020			
Mar 31		Ending Balance			2,994.35
		Total Deposits 1.32			

	Total for This Period	Total Year-to-Date
Returned Item Fees	0.00	0.00
Overdraft Fees	0.00	0.00

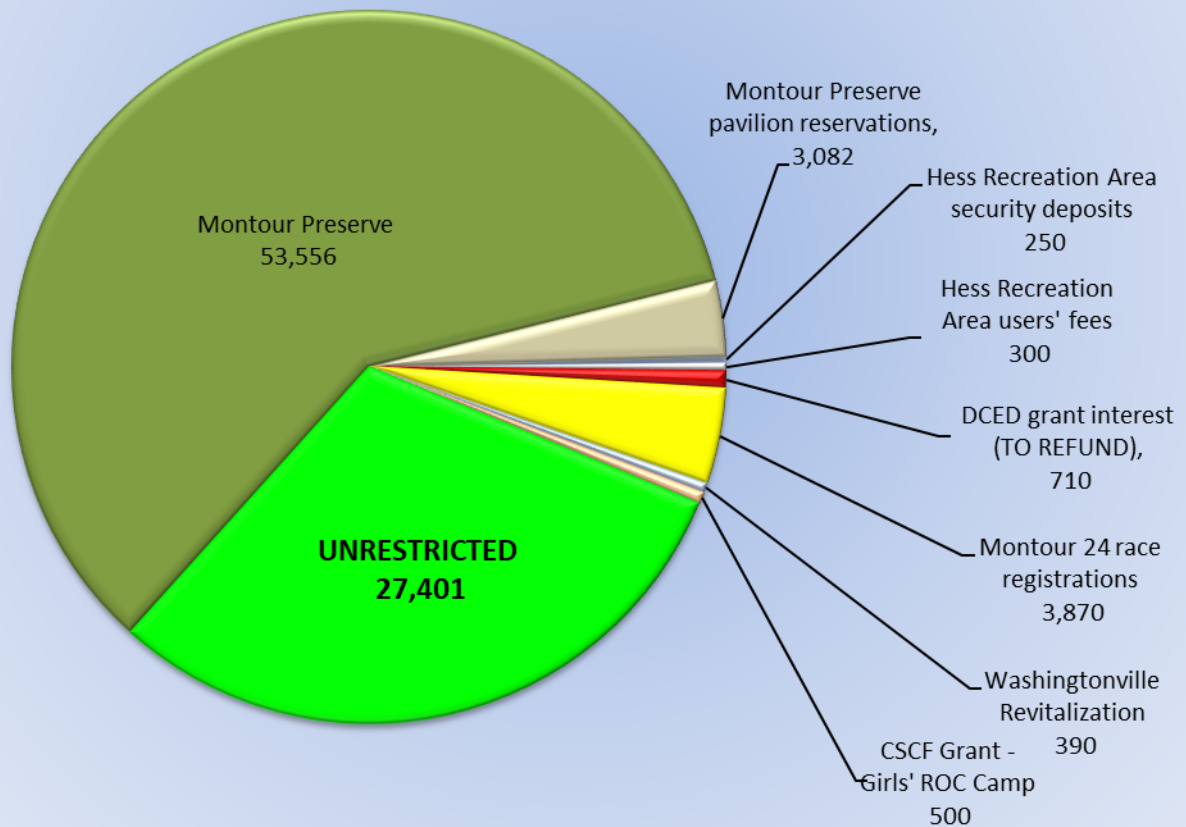
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MARC Account Reconciliation - Service 1st Accounts

UPDATED 3/31/2020

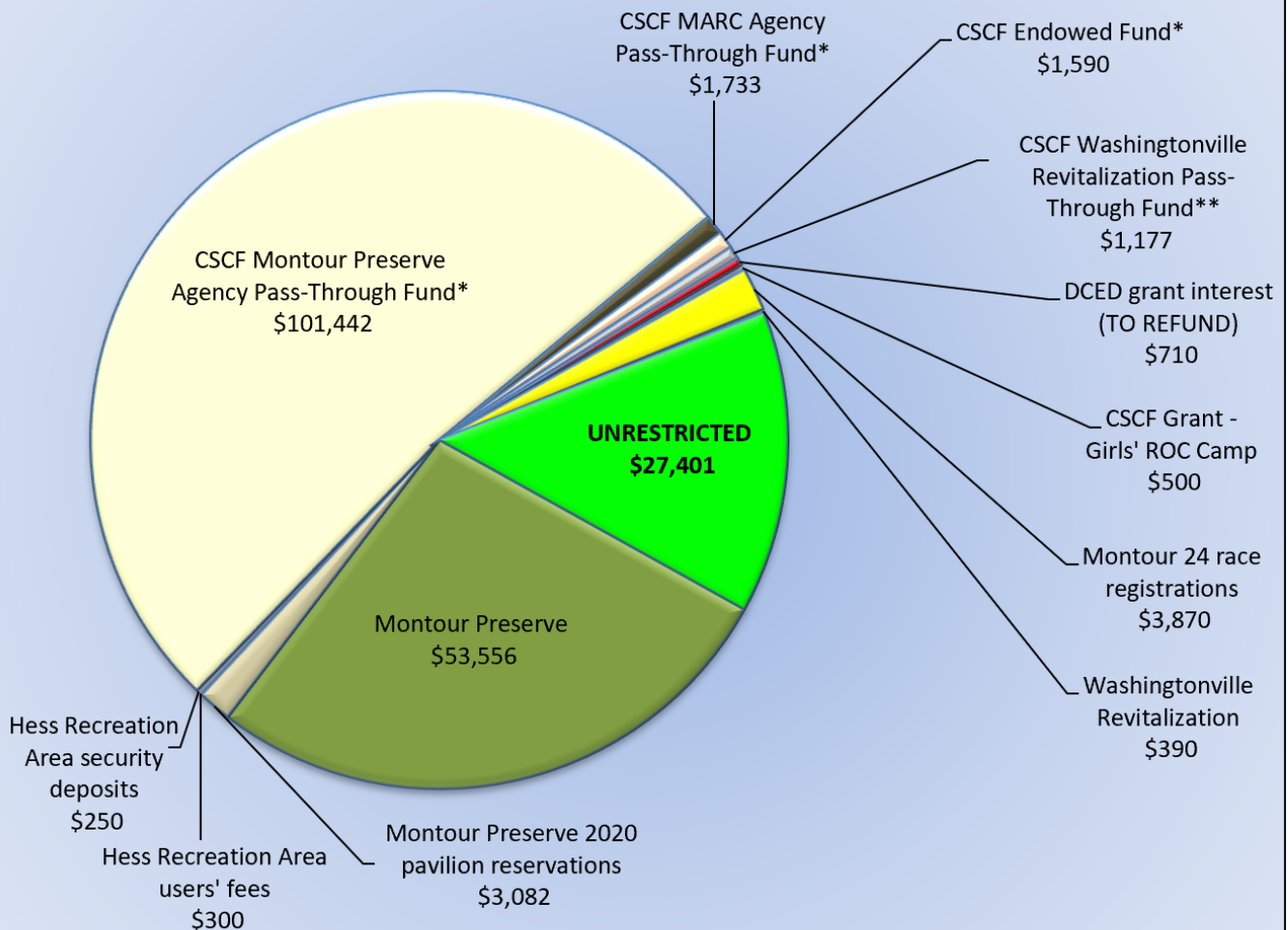
			ending balance from 3/31/20 bank statement	\$	77,181.59
			deposits not yet posted (detailed below)	\$	-
			subtotal	\$	77,181.59
			withdrawals not yet cleared (detailed below)	\$	9,909.19
			calculated balance (should agree with actual combined balance)	\$	67,272.40
			balance (savings account ID01)	\$	5.63
			balance (checking account ID40)	\$	64,272.42
			balance (DCNR grant checking account ID41)	\$	-
			balance (DCED grant checking account ID42)	\$	2,994.35
			actual combined balance	\$	67,272.40
			difference	\$	-
DEPOSITS NOT YET POSTED					
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION		AMOUNT	
				TOTAL	\$ -
WITHDRAWALS NOT YET CLEARED					
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION		AMOUNT	
02/13/20	6259	Amanda Young (Humdinger student refund)		10.00	
03/11/20	6285	Commonwealth of Pennsylvania (safe drinking water annual fee - Goose Cove)		50.00	
03/11/20	6286	Commonwealth of Pennsylvania (safe drinking water annual fee - Heron Cove)		50.00	
03/31/20	6291	Northcentral Pennsylvania Conservancy (Montour Preserve pavilion refund)		75.00	
03/31/20	6292	Angela Carter (Montour Preserve pavilion refund)		100.00	
03/31/20	6293	Starr Portables		450.00	
03/31/20	6294	Columbia Montour Chamber of Commerce (annual dues)		275.00	
03/31/20	6295	Verizon (telephone)		104.53	
03/31/20	6296	Candy Fisher (cleaning service 1/6 - 3/13)		800.00	
03/31/20	6297	Dennis Piatt (payroll 3/1 - 3/14)		589.90	
03/31/20	6298	Jon Beam (payroll 3/1 - 3/14)		607.28	
03/31/20	6299	Lesley Yeich (payroll 3/1 - 3/14)		374.37	
03/31/20	6300	Robert Stoudt (payroll 3/1 - 3/14)		2,173.08	
03/31/20	6301	Central Susquehanna Community Foundation (transfer of donations to Washingtonville Revitalization Fund)		250.00	
03/31/20	6302	PPL Electric Utilities (Hess Recreation Area)		38.94	
03/31/20	6303	PPL Electric Utilities		31.09	
03/31/20	6304	PPL Electric Utilities		682.07	
03/31/20	6305	PPL Electric Utilities		41.44	
03/31/20	6306	PPL Electric Utilities		763.51	
03/31/20	6307	Susquehanna River Valley Visitors Bureau (annual dues)		175.00	
03/31/20	6308	Dennis Piatt (payroll 3/15 - 3/28)		325.57	
03/31/20	6309	Jon Beam (payroll 3/15 - 3/28)		309.71	
03/31/20	6310	Lesley Yeich (payroll 3/15 - 3/28)		39.41	
03/31/20	6311	Robert Stoudt (payroll 3/15 - 3/28)		1,568.29	
03/31/20	6312	Kristy Farrell (Hess Recreation Area users' fee refund)		25.00	
				TOTAL	\$ 9,909.19

MARC FUNDS EARMARKS AS OF 4/23/2020
COMBINED ACCOUNT BALANCE: \$90,059.03
(INCLUDES SAVINGS, DCNR AND DCED GRANT CHECKING
ACCOUNTS, AND GENERAL CHECKING ACCOUNT;
EXCLUDES CSCF FUNDS AND GRANTS RECEIVABLE)



MARC TOTAL ASSETS AS OF 4/23/2020

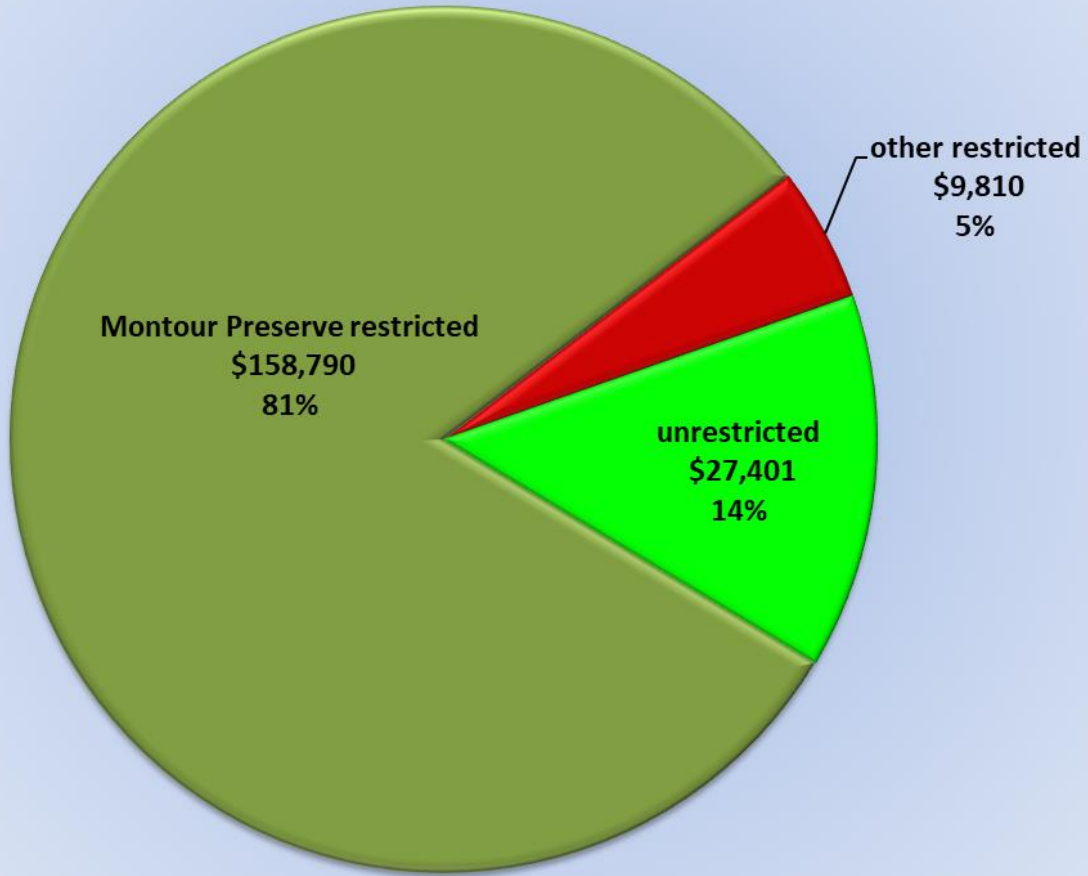
COMBINED VALUE: \$196,002




NOTES: * CSCF fund balances are accurate as of 12/31/19, except that the CSCF Montour Preserve Agency Fund balance includes MARC's February 2020 withdrawal of \$50,000.

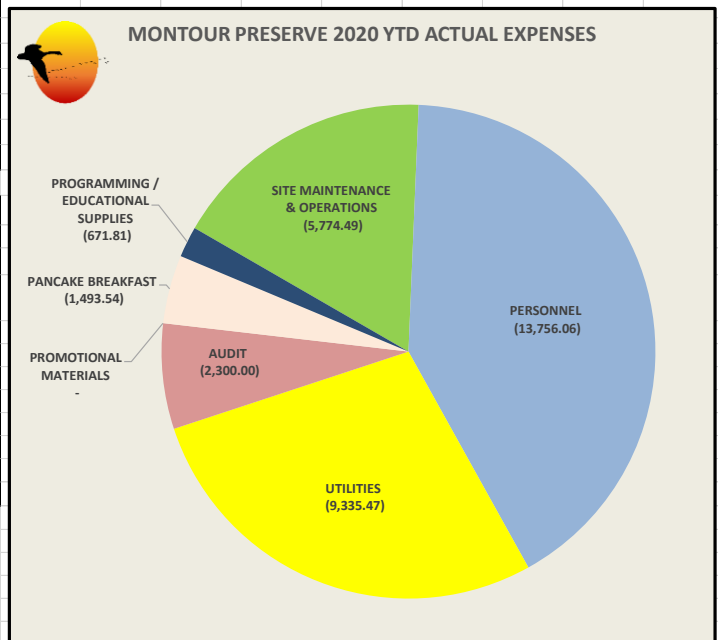
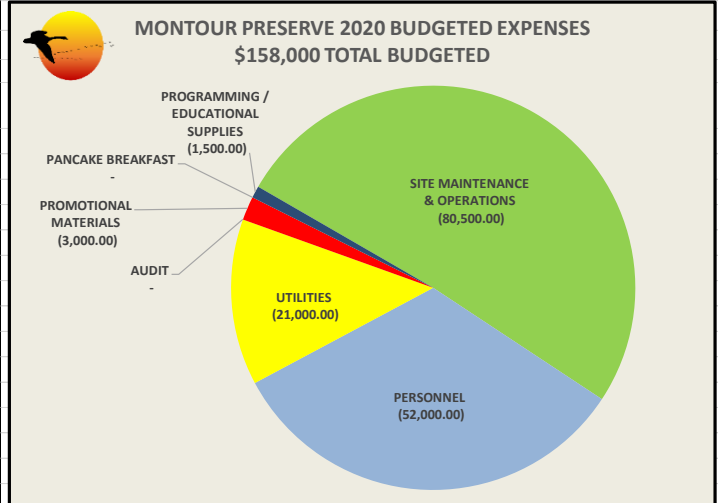
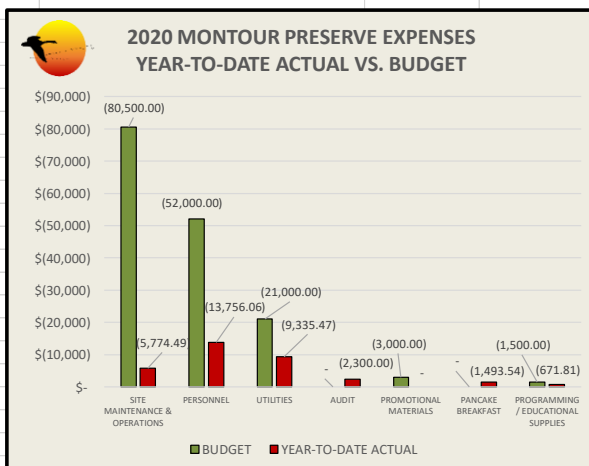
** CSCF Washingtonville Revitalization Fund includes 3/31/2020 MARC deposit.

MARC TOTAL ASSETS AS OF 4/23/2020
COMBINED VALUE: \$196,002



 MONTOUR PRESERVE 2020 BUDGET BUDGET ADOPTED 11/25/2019; YEAR-TO-DATE AS OF 4/23/2020		
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL
personnel	(52,000.00)	(13,756.06)
cleaning service	(4,500.00)	(800.00)
HVAC system maintenance	(1,000.00)	-
lawn care	(21,000.00)	-
parking lot / road maintenance	(7,500.00)	(196.50)
security system	(1,500.00)	(215.34)
sewage pumping	(1,000.00)	-
snow plowing	(2,500.00)	-
supplies / misc.	(16,000.00)	(4,462.65)
ATV purchase	(10,000.00)	-
water testing	(1,000.00)	(100.00)
wildlife management	(4,500.00)	-
picnic area sinks repair/replacement	(2,000.00)	-
picnic area pavilion / restroom painting	(4,000.00)	-
visitors' center / EEC signage replacement	(2,000.00)	-
trail markers and signage	(2,000.00)	-
electric	(15,000.00)	(7,864.10)
internet service	(2,000.00)	(344.66)
telephone	(1,300.00)	(421.65)
trash service	(2,000.00)	(500.00)
website hosting / email service	(700.00)	(205.06)
audit	-	(2,300.00)
promotional materials	(3,000.00)	-
pancake breakfast	-	(1,493.54)
programming & educational supplies	(1,500.00)	(671.81)
EXPENSE TOTAL	\$(158,000.00)	\$ (33,331.37)

MONTOUR PRESERVE BUDGETING VS. ACTUAL EXPENSES		
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL
SITE MAINTENANCE & OPERATIONS	(80,500.00)	(5,774.49)
PERSONNEL	(52,000.00)	(13,756.06)
UTILITIES	(21,000.00)	(9,335.47)
AUDIT	-	(2,300.00)
PROMOTIONAL MATERIALS	(3,000.00)	-
PANCAKE BREAKFAST	-	(1,493.54)
PROGRAMMING / EDUCATIONAL SUPPLIES	(1,500.00)	(671.81)
EXPENSE TOTAL	\$(158,000.00)	\$ (33,331.37)



2020 MONTOUR PRESERVE INCOME		AMOUNT
Carryover starting balance from 2019	\$	1,337.28
2020 donations received direct to MARC checking	\$	1,451.00
2020 pavilion / auditorium reservations completed YTD	\$	230.00
donations granted from CSCF fund	\$	50,000.00
DCNR grant closeout payment	\$	30,000.00
pancake breakfast tickets	\$	1,585.12
DCED grant reimbursement	\$	2,284.05
2020 YTD INCOME TOTAL	\$	86,887.45
MONTOUR PRESERVE INCOME (RESTRICTED)		AMOUNT
pavilion & auditorium reservations not yet completed	\$	3,082.00
TOTAL RESTRICTED INCOME	\$	3,082.00
MARC 2020 MONTOUR PRESERVE LABOR SUMMARY		
EMPLOYEE	HOURS	AMOUNT
STOUDT	273.75	\$ (6,560.28)
BEAM	149.25	\$ (3,270.07)
PIATT	177.50	\$ (3,695.55)
YEICH	14.00	\$ (230.16)
TOTAL	614.50	\$ (13,756.06)
2020 MONTOUR PRESERVE ACCOUNTING SUMMARY		AMOUNT
Carryover starting balance from 2019	\$	1,337.28
donations received direct to MARC checking	\$	1,451.00
pavilion / auditorium reservations completed YTD	\$	230.00
donations granted from CSCF Montour Preserve Fund	\$	50,000.00
DCNR grant closeout payment	\$	30,000.00
DCED grant reimbursement	\$	2,284.05
pancake breakfast tickets	\$	1,585.12
expenses incurred	\$	(19,575.31)
MARC labor year-to-date	\$	(13,756.06)
2020 YEAR-TO-DATE PROJECT BALANCE	\$	53,556.08

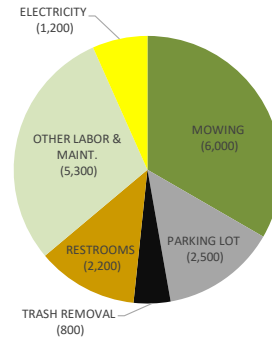
MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2020 BUDGETS

BUDGET ADOPTED 11/25/2019

YEAR-TO-DATE INFORMATION UPDATED 4/23/2020

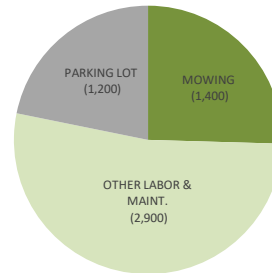
HESS RECREATION AREA 2020 BUDGET		
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL
MOWING	(6,000)	-
PARKING LOT	(2,500)	(2,000.00)
TRASH REMOVAL	(800)	(260.00)
RESTROOMS	(2,200)	(832.35)
OTHER LABOR & MAINT.	(5,300)	(1,411.06)
ELECTRICITY	(1,200)	(118.66)
TOTAL	(18,000)	(4,622.07)

2020 HESS RECREATION AREA BUDGETED EXPENSES



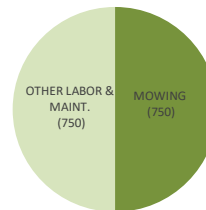
HOPEWELL PARK 2020 BUDGET		
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL
MOWING	(1,400)	-
OTHER LABOR & MAINT.	(2,900)	(1,028.38)
PARKING LOT	(1,200)	-
TOTAL	(5,500)	(1,028.38)

2020 HOPEWELL PARK BUDGETED EXPENSES



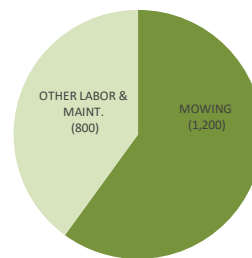
NORTH BRANCH CANAL TRAIL (MONTOUR) 2020 BUDGET		
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL
MOWING	(750)	-
OTHER LABOR & MAINT.	(750)	(50.64)
TOTAL	(1,500)	(50.64)

2020 NORTH BRANCH CANAL TRAIL (MONTOUR CO.) BUDGETED EXPENSES



RIVER DRIVE PARCEL 2020 BUDGET		
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL
MOWING	(1,200)	-
OTHER LABOR & MAINT.	(800)	(11.84)
TOTAL	(2,000)	(11.84)

2020 RIVER DRIVE PARCEL BUDGETED EXPENSES



2020 MARC BUDGET

ADOPTED 11/25/2019; YEAR-TO-DATE INFORMATION UPDATED 4/23/2020

EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL VS. BUDGET	FUNDING SOURCES	BUDGET	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL VS. BUDGET	BUDGETED LINE ITEM SURPLUS / (DEFICIT)	ACTUAL YEAR-TO-DATE LINE ITEM SURPLUS / (DEFICIT)
PARK & TRAIL MAINTENANCE	Montour Preserve	\$ (158,000.00)	\$ (33,331.37)	21.1%	DCNR grant (close-out payment in 2020)	\$ 30,000.00	100.0%		
					DCED grant reimbursement	\$ -	2,284.05		
					pavilion / auditorium reservations	\$ 10,000.00	2.3%		
					donations	\$ 6,000.00	24.2%	\$ (58,000.00)	\$ 53,556.08
					pancake breakfast tickets	\$ -	1,585.12		
					transfer from Central Susquehanna Community Foundation Fund	\$ 50,000.00	100.0%		
					carryover prior year-end balance	\$ 4,000.00	33.4%		
					user fees [1,500], donations [500]	\$ 2,000.00	15.0%	\$ (16,000.00)	\$ (4,322.07)
					donations [300]	\$ 300.00	0.0%	\$ (1,200.00)	\$ (50.64)
					Columbia County donations [500]	\$ 3,000.00	0.0%	\$ -	\$ (32.67)
SPECIAL PROJECTS & EVENTS	Hopewell Park/Borough Farm Trails	\$ (5,500.00)	\$ (1,028.38)	18.7%	donations [500]	\$ 500.00	10.0%	\$ (5,000.00)	\$ (978.38)
	River Drive parcel (NBCT parking)	\$ (2,000.00)	\$ (11.84)	0.6%		\$ -		\$ (2,000.00)	\$ (11.84)
	Washingtonville Revitalization projects	\$ (6,000.00)	\$ (337.29)	5.6%	donations [3,000]	\$ 3,000.00	13.9%	\$ (3,000.00)	\$ 80.38
	tools & supplies	\$ (1,500.00)	\$ (650.48)	43.4%		\$ -		\$ (1,500.00)	\$ (650.48)
	Humdinger Trail Races	\$ (11,500.00)	\$ (8,662.52)	75.3%	race registration fees and sponsorships	\$ 11,500.00	105.8%	\$ -	\$ 3,509.68
	Chilli Challenge	\$ (7,500.00)	\$ (83.10)	1.1%	race registration fees and sponsorships	\$ 7,500.00	0.0%	\$ -	\$ (83.10)
	Montour 24	\$ (7,500.00)	\$ (54.21)	0.7%	race registration fees and sponsorships	\$ 7,500.00	51.6%	\$ -	\$ 3,815.79
	Danville / Montour Co. bike / ped safety projects	\$ (1,000.00)	\$ (708.35)	70.8%		\$ -		\$ (1,000.00)	\$ (708.35)
	wellness special projects	\$ (3,000.00)	\$ (197.94)	6.6%		\$ -		\$ (3,000.00)	\$ (197.94)
	tourism promotion special projects	\$ (2,000.00)	\$ (1,184.20)	59.2%		\$ -		\$ (2,000.00)	\$ (1,184.20)
ADMIN / INSURANCE	mountain biking special projects	\$ (10,000.00)	\$ (559.70)	5.6%	donations [3,500]	\$ 3,500.00	0.0%	\$ (6,500.00)	\$ (559.70)
	other special projects & events	\$ (2,000.00)	\$ (290.40)	14.5%		\$ -		\$ (2,000.00)	\$ (290.40)
	admin / misc. other (includes Stoudt admin labor)	\$ (17,000.00)	\$ (5,810.21)	34.2%		\$ -		\$ (17,000.00)	\$ (5,810.21)
	fundraising	\$ -	\$ (85.00)			\$ -	0.0%	\$ -	\$ (85.00)
	insurance (D&O, General & Workers' Comp)	\$ (14,000.00)	\$ -	0.0%		\$ -		\$ (14,000.00)	\$ -
	accounting	\$ (1,800.00)	\$ (385.00)	21.4%		\$ -		\$ (1,800.00)	\$ (385.00)
	office supplies	\$ (1,000.00)	\$ (598.02)	59.8%		\$ -		\$ (1,000.00)	\$ (598.02)
	dues & fees	\$ (1,000.00)	\$ (1,251.00)	125.1%		\$ -		\$ (1,000.00)	\$ (1,251.00)
	public notices	\$ (1,000.00)	\$ (159.60)	16.0%		\$ -		\$ (1,000.00)	\$ (159.60)
					Montour Co. Act 13 funding	\$ 5,000.00	0.0%	\$ 5,000.00	\$ -
OTHER					Montour County Hotel Tax	\$ 100,000.00	0.0%	\$ 100,000.00	\$ -
					Geisinger contribution	\$ 25,000.00	100.0%	\$ 25,000.00	\$ 25,000.00
					transfer from Central Susquehanna Community Foundation Fund	\$ -		\$ -	\$ -
					carryover 2019 year-end unrestricted balance	\$ 2,000.00	667.5%	\$ 2,000.00	\$ 13,349.94
					unrestricted donations	\$ 5,000.00	28.1%	\$ 5,000.00	\$ 1,405.00
	TOTAL EXPENSES	\$ (275,800.00)	\$ (60,093.79)	21.8%	TOTAL INCOME	\$ 275,800.00	52.0%	\$ -	\$ 83,358.27

Montour Area Recreation Commission Non-Endowed Fund (Corporate)

January 01, 2019 through December 31, 2019
Fund Statement

FUND ACTIVITY SUMMARY

Beginning Balance		\$2,788.13
<u>Receipts:</u>		
Gifts		1,900.00
Investment Interest & Dividends		77.09
	Total Receipts	1,977.09
<u>Distributions:</u>		
Administrative Fee Expense		-31.85
Grants & Scholarships		-3,000.00
	Total Distributions	-3,031.85
Ending Balance		\$1,733.37

FUND ACTIVITY DETAIL

Gifts

2019-03-14	Bowen, Ms. Heidi
2019-12-09	Yeich, Mrs. Lesley A. and Mr. Michael
2019-12-28	Byerly, Mr. Ron and Mrs. Luanne
2019-12-30	Bulger, Dr. John and Neff-Bulger, Dr. Michele

Grants & Scholarships

2019-09-30	Montour Area Recreation Commission	3,000.00
	Total Grants	\$3,000.00

AL MEALE, CHIEF FINANCIAL OFFICER

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Montour Area Recreation Commission Agency Endowment Fund (Corporate)

January 01, 2019 through December 31, 2019
Fund Statement

FUND ACTIVITY SUMMARY

Beginning Balance		\$0.00
<u>Receipts:</u>		
Gifts		1,550.00
Investment Gains & Losses		31.10
Investment Interest & Dividends		9.63
	Total Receipts	1,590.73
<u>Distributions:</u>		
Investment Fees		- 0.34
	Total Distributions	-0.34
Ending Balance		<u>\$1,590.39</u>

FUND ACTIVITY DETAIL

Gifts

2019-12-02	Stoudt, Mr. Robert T. and Mrs. Rebecca
2019-12-19	Carey, Ms. Renee'
2019-12-29	Pharr, Mrs. Suzann M.

Grants & Scholarships

No grants this period.

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Montour Area Recreation Commission - Washingtonville
Revitalization Fund (Corporate)
January 01, 2019 through December 31, 2019
Fund Statement

FUND ACTIVITY SUMMARY

Beginning Balance		\$0.00
<u>Receipts:</u>		
Gifts		925.72
Investment Interest & Dividends		0.97
	Total Receipts	926.69
<u>Distributions:</u>		
n/a		-n/a
	Total Distributions	-0.00
Ending Balance		\$926.69

FUND ACTIVITY DETAIL

Gifts

2019-12-02 Dombroski, Mr. Tyler

Grants & Scholarships

No grants this period.

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MARC - Montour Preserve Fund (Corporate)

January 01, 2019 through December 31, 2019
Fund Statement

FUND ACTIVITY SUMMARY

Beginning Balance		\$131,199.06
<u>Receipts:</u>		
Gifts		26,662.00
Investment Interest & Dividends		4,114.29
	Total Receipts	30,776.29
<u>Distributions:</u>		
Administrative Fee		-533.24
Grants & Scholarships		-10,000.00
	Total Distributions	-10,533.24
Ending Balance		<u>\$151,442.11</u>

FUND ACTIVITY DETAIL

Gifts

2019-02-19	United States Gypsum (USG)- Washingtonville
2019-02-28	Anonymous
2019-03-13	McCann, Mr. John J.
2019-03-26	Anonymous
2019-05-15	Anonymous
2019-05-16	Anonymous
2019-06-29	Stoudt, Mr. Gary J. and Mrs. Nel
2019-07-15	Fitzpatrick, Mrs. Laurie D. and Mr. Matthew J.
2019-07-17	Herzog, Mr. Karl A.
2019-08-01	Mohry, Mr. Sherwood T. and Mrs. Valeria
2019-08-01	Houston, Dr. Evan
2019-08-01	Hutchins, Ms. Alice A.
2019-08-01	Trelease, Mr. Michael
2019-08-01	Strouse, Ms. Lisa C.
2019-08-01	Hayes, Mr. Ray D. and Mrs. Erin `.
2019-08-01	Magargle, Mr. Barry L. and Mrs. Frances K.
2019-08-02	Anonymous
2019-08-05	Bleistein, Ms. Debra
2019-08-05	United States Gypsum (USG)- Washingtonville

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2019-08-05	Ferguson-Avery, Dr. Brian C. and Dr. Sally J.
2019-08-05	Staebler, Mr. David
2019-08-05	Egan, Mr. Timothy and Mrs. Jacqueline
2019-08-07	Decker, Mr. John C. and Mrs. Darcelle C.
2019-08-08	Steransky, Mrs. Debra K. and Mr. Michael J.
2019-08-09	Kahler, Ms. Cynthia A.
2019-08-13	Melcher, Mr. E. David and Mrs. Louise
2019-08-14	Fitzpatrick, Mrs. Laurie D. and Mr. Matthew J.
2019-08-15	Komar, Dr. Michael J. and Mrs. Jill M.
2019-08-19	Heintzelman, Mr. Matthew and Knox, Ms. Kelly
2019-08-21	Tyler III, Dr. William and Mrs. Jane
2019-08-21	Anonymous
2019-08-23	No Name Individual
2019-08-26	Shaffer, Mrs. Gail and Mr. Rick
2019-08-26	Frost, Mr. William J. and Mrs. Rebecca
2019-08-26	Anonymous
2019-08-26	Budman, Ms. Katharine L.
2019-08-28	Steves, Ms. Karla J.
2019-09-03	Everett Jr., Dr. Edward A. and Dr. Amy
2019-09-03	Lyons, Ms. Cynthia R.
2019-09-10	O'Rourke, Mrs. Nancy K.
2019-09-23	United States Gypsum (USG)- Washingtonville
2019-10-04	Peckham, Ann Marie
2019-11-04	Everett Jr., Dr. Edward A. and Dr. Amy
2019-12-03	Everett Jr., Dr. Edward A. and Dr. Amy
2019-12-04	Booher, Terin
2019-12-10	Magargle, Mrs. Frances K.
2019-12-17	United States Gypsum (USG)- Washingtonville
2019-12-19	Carey, Ms. Renee'
2019-12-19	Shelia Barto's Jewelry & Gifts
2019-12-19	Steransky, Mrs. Debra K. and Mr. Michael J.
2019-12-22	Hayes, Mr. Gregory J
2019-12-23	Heinke, Dr. Gary D.

Grants & Scholarships

2019-09-30	Montour Area Recreation Commission		10,000.00
		Total Grants	<u>\$10,000.00</u>

AL MEALE, CHIEF FINANCIAL OFFICER

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April 13, 2020

Montour Area Recreation Commission
Attn: Mr. Robert Stoudt
PO Box 456
Danville, PA 17821

Dear Mr. Stoudt,

Thank you for your gift to the Danville Area Community Foundation. This letter confirms receipt of your donation and details are listed below:

Fund Name:	Gift Amount:	Date Gift Received:
Montour Area Recreation Commission - Washingtonville Revitalization Fund	\$250.00	04/06/2020

Name Recognition:	Tribute:
Montour Area Recreation Commission	

All contributions are administered through the Central Susquehanna Community Foundation, a 501(c)(3) non-profit organization, and are tax deductible to the extent provided by law. IRS regulations require us to state that no goods or services were provided in consideration for your gift and the Central Susquehanna Community Foundation has exclusive legal control over the contributed assets. Please keep this letter as your receipt for tax purposes.

The Danville Area Community Foundation and Board and Staff of the Central Susquehanna Community Foundation join me in acknowledging your generous gift and appreciate your charitable giving to the community. Thank you!

Sincerely,

A handwritten signature in black ink that reads "Kara G Seesholtz". The signature is written in a cursive, flowing style.

Kara G. Seesholtz
Chief Advancement Officer

Danville Area Community Foundation
An Affiliate of Central Susquehanna Community Foundation
725 W. Front Street, Berwick, PA 18603 • 570.752.3930 • csgiving.org
The official registration and financial information of the Central Susquehanna Community Foundation may be obtained from the
PA Dept. of State by calling toll free, within PA, 1-800-732-0999. Registration does not imply endorsement.

ACCOUNTING REPORT DISCLAIMER

The following financial reports have been provided by Susan Shultz, CPA, using information provided by management of the Montour Area Recreation Commission (MARC). Reports are provided in accordance with accounting principles used for the tax basis of accounting.

Susan Shultz, CPA does not verify the accuracy or completeness of the information provided by MARC's management and expresses no assurance on the financial statements. Susan Shultz, CPA cannot be relied upon to identify or disclose any misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within MARC or noncompliance with laws or regulations.

ACCOUNTANT'S REPORTS UNAVAILABLE AS OF 4/23/2020

ASSISTANT DIRECTOR'S REPORT

Since February 24, the assistant director finished maple sugaring with school groups, pulled taps from trees and, with the assistance of Ken Mertz, took off about 2 ½ gallons of syrup. With the assistance of Deb and Mike Steransky, we cleaned sugaring equipment and have everything stored until next year. He also met with a Montour County Master Gardener to discuss refurbishing the pollinator/herb gardens between the Visitors Center and brick farmhouse. He had begun work on the spring newsletter, but that was put on hold with the cancellation of programs. He began a series of weekly audio Nature Notes which Bob posts weekly on the Preserve's Facebook page.

Jon Beam

4/23/2020

MAINTENANCE TECHNICIAN'S REPORT

put up no boating signs for migrating birds

removed snowplow markers and took down ice rescue bars

trimmed and cleaned up some of the forsythia areas Heron Cove side

picked up garbage along Preserve road and Sportsman Club road

cleaned out ends of some culvert pipes on trails and placed large rocks to mark end of pipe Heron Cove side

picked up limbs and sticks in lawn areas so lawn mowing can begin

remove trees from trails at various locations when they decide to fall down

placed and concreted bench in near brick house under tree next to flower and herb garden

worked at Hess Fields placing topsoil, regrading parking lot and grading Robbins trail

PTMT Dennis Piatt

4/24/2020

DIRECTOR'S REPORT

	STOUDT	PROJECT YTD TOTAL HOURS	PROJECT									APRIL																																			
			22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25										
admin	MARC admin	231.75	2.00	1.25	0.75	2.00	1.00	0.50	0.50	2.00	9.25	3.00	1.50	1.00	0.50		1.25	0.50	2.00	0.50	1.50			0.50	0.75	2.00	3.50	1.50		0.25	0.25	0.25	0.25	7.75													
PARK & TRAIL MAINTENANCE	Hess Recreation Area	81.50	0.25		0.25	0.25	7.75	0.50	0.25	0.50	0.50	0.25	0.25	0.50	0.50		0.25	8.25	0.50	0.25	0.50	0.25		4.50	1.00	2.50	0.75	2.00	0.25		9.00	8.75	0.25														
	Hopewell Park / Danville Farm Trails	15.75	0.25											1.00		0.50		0.50						0.25									0.25														
	Montour Preserve admin / maintenance	198.25	1.50			3.00	0.25	0.25		3.00	1.00	4.00	4.50	3.75	4.50		0.75	2.00	2.00	1.50	0.75	1.00		1.00	2.00	2.00	0.50	0.25	0.25		0.25	0.25	1.50														
	Montour Preserve programming	51.75	1.25							3.75			1.00	2.00	0.75	2.00	2.00		0.50								0.50						0.25														
	North Branch Canal Trail (Montour Co.)	2.25	0.25												0.25					0.25				0.25		0.25							0.25														
	River Drive trailhead / river access	0.50	0.25																					0.25			0.25																				
SPECIAL PROJECTS & EVENTS	Columbia County projects	1.50									0.25				0.25									0.25		0.25								0.25													
	Danville / Montour Co. bike / ped safety	29.75																							0.50	0.50	1.00	2.50	1.00	6.50	0.25	6.50															
	mountain biking special projects	23.25	0.25																		0.50					0.25	1.00																				
	other special projects / events	12.25		5.00	4.00																							2.50																			
	tourism promotion special projects	47.00		0.25					2.00				2.00	2.00		2.00	3.00								0.25	0.50	0.50																				
	Washingtonville revitalization	12.75									0.25																																				
	wellness special projects	8.25		0.25	1.75	0.25																																									
	Humdinger Trail Races	75.50																																													
	Montour 24 Endurance Races	0.75															0.25								0.25																						
	Chilli Challenge	3.50	1.00						2.00																																						
	DAILY TOTALS	796.25	7.00	6.75	6.75	5.50	9.00	1.25	4.75	9.25	11.25	7.25	10.25	9.25	7.25	4.00	7.50	11.25	5.00	2.50	3.25	1.25		7.00	4.75	8.00	8.00	8.75	3.50	6.75	9.50	9.50	6.75	10.50													
	WEEKLY PAYROLL TOTAL		36.25									59.25									34.75									40.00									43.00								

Page 4

DIRECTOR'S REPORT (continued)

2020 STOUTDT TIME ACCOUNTING YEAR-TO-DATE SUMMARY								
2020 PAY RATE \$22.00/hr								
TASK	WAGES UP TO PA UC TAX CAP (455 HOURS)			WAGES AFTER PA UC TAX CAP			TOTAL PROJECT HOURS	TOTAL PROJECT LABOR COST
	HOURS	OVERTIME HOURS	COST W/ TAXES (\$24.11/HR)	HOURS	OVERTIME HOURS	COST W/ TAXES (\$23.68)		
MARC admin	144.25	9.25	\$ 3,589.38	87.50	10.75	\$ 2,199.28	241.75	\$ 5,788.66
Hess Recreation Area	26.75	1.25	\$ 660.01	54.75	1.00	\$ 1,308.32	82.63	\$ 1,968.33
Hopewell Park / Danville Farm Trails	12.75		\$ 307.40	3.00	0.50	\$ 76.96	16.00	\$ 384.36
Montour Preserve admin / maintenance	124.75	15.25	\$ 3,191.56	73.50	11.00	\$ 1,870.72	211.38	\$ 5,062.28
Montour Preserve programming	37.75	22.00	\$ 1,175.36	14.00	2.75	\$ 364.08	64.13	\$ 1,539.44
North Branch Canal Trail (Montour Co.)	0.75		\$ 18.08	1.50	0.25	\$ 38.48	2.38	\$ 56.56
River Drive trailhead / river access	-		\$ -	0.50		\$ 11.84	0.50	\$ 11.84
Columbia County projects	0.25		\$ 6.03	1.25	0.25	\$ 32.56	1.63	\$ 38.59
Danville / Montour Co. bike / ped safety	9.00		\$ 216.99	20.75		\$ 491.36	29.75	\$ 708.35
mountain biking special projects	21.25		\$ 512.34	2.00		\$ 47.36	23.25	\$ 559.70
other special projects / events	0.75		\$ 18.08	11.50		\$ 272.32	12.25	\$ 290.40
tourism promotion special projects	26.50	3.00	\$ 675.08	20.50	2.00	\$ 509.12	49.50	\$ 1,184.20
Washingtonville revitalization	10.00	0.25	\$ 244.11	2.75		\$ 65.12	12.88	\$ 309.23
wellness special projects	6.00		\$ 144.66	2.25		\$ 53.28	8.25	\$ 197.94
Humdinger Trail Races	33.50	2.50	\$ 837.82	42.00	31.00	\$ 1,361.60	92.25	\$ 2,199.42
Montour 24 Endurance Races	0.25		\$ 6.03	0.50		\$ 11.84	0.75	\$ 17.87
Chilli Challenge	0.50		\$ 12.06	3.00		\$ 71.04	3.50	\$ 83.10
TOTALS	455.00	53.50	\$ 11,614.99	341.25	59.50	\$ 8,785.28	852.75	\$ 20,400.27

2020 STOUTDT TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY		
TASK	HOURS	COST W/ TAXES
Admin	241.75	\$ 5,788.66
Park & Trail Maintenance	377.00	\$ 9,022.82
Columbia County projects	1.63	\$ 38.59
special projects	135.88	\$ 3,249.82
races	96.50	\$ 2,300.39
2020 YTD TOTALS	852.75	\$ 20,400.27

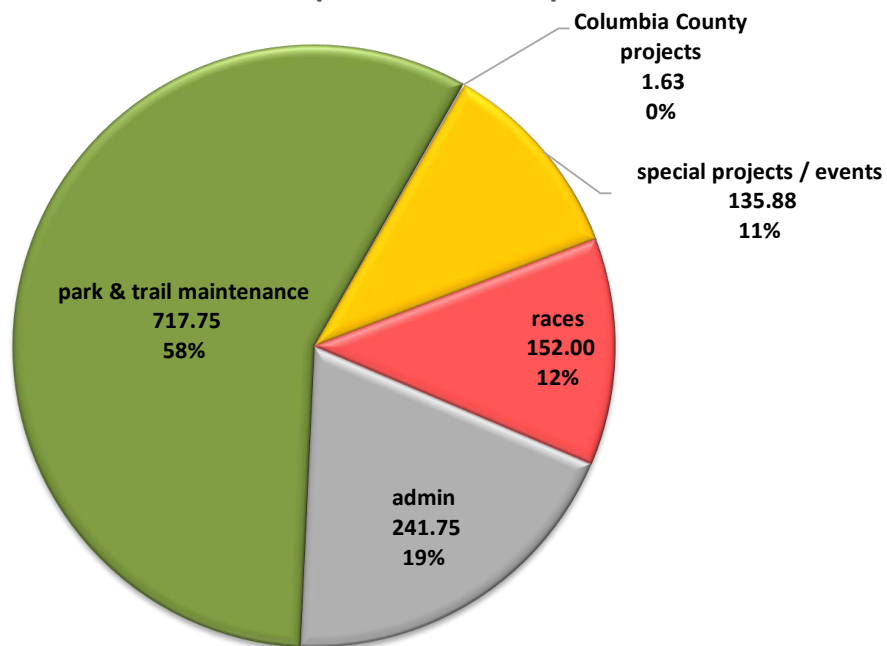
STOUTDT 2020 TIME TRACKING YTD SUMMARY

Category	Hours	Percentage
Park & Trail Maintenance	377.00	44%
Admin	241.75	29%
special projects	135.88	16%
races	96.50	11%
Columbia County projects	1.63	0%
Total	852.75	100%

DIRECTOR'S REPORT (continued)

MARC STAFF 2020 YEAR-TO-DATE COMBINED TIME ACCOUNTING					
STOUDT AS OF 4/23/2020; BEAM, PIATT, YEICH AS OF 4/11/2020					
TASK	STOUDT	BEAM	PIATT	YEICH	PROJECT TOTAL HOURS
MARC admin	241.75	-	-	-	241.75
Hess Recreation Area	82.63	-	-	-	82.63
Hopewell Park / Danville Farm Trails	16.00	-	-	-	16.00
Montour Preserve admin / maintenance	211.38	52.25	177.50	14.00	455.13
Montour Preserve programming	64.13	97.00	-	-	161.13
North Branch Canal Trail (Montour Co.)	2.38	-	-	-	2.38
River Drive trailhead / river access	0.50	-	-	-	0.50
Columbia County projects	1.63	-	-	-	1.63
Danville / Montour Co. bike / ped safety	29.75	-	-	-	29.75
mountain biking special projects	23.25	-	-	-	23.25
other special projects / events	12.25	-	-	-	12.25
tourism promotion special projects	49.50	-	-	-	49.50
Washingtonville revitalization	12.88	-	-	-	12.88
wellness special projects	8.25	-	-	-	8.25
Humdinger Trail Races	92.25	19.00	16.00	20.50	147.75
Montour 24 Endurance Races	0.75	-	-	-	0.75
Chilli Challenge	3.50	-	-	-	3.50
TOTALS	852.75	168.25	193.50	34.50	1,249.00

MARC STAFF TIME TRACKING 2020 YEAR-TO-DATE SUMMARY (HOURS TOTAL)



DIRECTOR'S REPORT (continued)

GRANTS

- **DCNR 'Heritage and Other Parks' Grant (Montour Preserve)**
 - Final \$30,000 grant close-out payment received and deposited to MARC's general checking account on 4/2/2020
 - funds are earmarked for Montour Preserve expenses
 - The DCNR grant checking account at Service 1st was closed as of 4/16/2020
 - All aspects of this grant are now complete; this grant will not appear on future monthly reports
- **DCED Marketing to Attract Tourists Grant (Montour Preserve)**
 - DCED on 4/17/2020 approved MARC's request to re-allocate \$2,284.05 in unused grant funds toward the purchase of MARC's utility tractor
 - Funds were transferred on 4/17/2020 from MARC's DCED grant checking account to MARC's general checking account
 - Funds are earmarked for Montour Preserve expenses
 - As of 4/24/2020, \$710.30 in interest earned on grant funds remains earmarked in MARC's DCED grant checking account
 - Per the grant terms, these funds must be reimbursed to DCED at the time of grant closeout
 - Stoudt has been in communication with McKonly & Asbury (formerly Brewer & Company, LLC) regarding how best to proceed with the required performance audit
 - Stoudt will scan all grant receipts and supporting materials and provide them electronically to the auditors for review
 - It is anticipated that the grant audit will be complete and the final grant closeout paperwork submitted to DCED within 30 days
- **Montour County 2020 Hotel Tax**
 - Stoudt has been in regular contact with Columbia-Montour Visitors Bureau (CMVB) staff regarding the outlook for 2020 funding
 - Because of the ongoing COVID-19 crisis, hotel stays (and resultant hotel tax collections) are far below normal levels
 - It is too soon to know when hotel stays may begin to return to more normal levels
 - Stoudt and CMVB staff are projecting that MARC may receive \$45,000 - \$50,000 in Montour County Hotel Tax funding in 2020
 - MARC anticipated approximately \$160,000 per year in funding under average conditions
 - MARC had budgeted for \$100,000 for 2020
 - MARC anticipates receiving its first quarterly allocation in early to mid-May and again quarterly thereafter

DIRECTOR'S REPORT (continued)

GRANTS (continued)

- **CSCF Women's Giving Circle 2020**
 - MARC applied on 1/30/2020 for \$750 in grant funding to support the 2020 Girls ROC Mountain Bike Camp
 - MARC was notified on 2/27/2020 that it had been awarded \$500
 - MARC received the check on 3/19/2020 and deposited the funds to MARC's checking account, to be earmarked for the 2020 Girls ROC Mountain Bike Camp
 - As of 4/24/2020, event organizers are considering rescheduling the event to a July date, but a specific date has not yet been set
 - In the event the camp does not occur, MARC will refund the \$500 to the CSCF
- **CSCF Danville Area School District Youth in Philanthropy**
 - MARC on 3/4/2020 submitted a letter of interest for grant support for the Washingtonville DeLong Park swing set project (\$1,500 requested) and the Hopewell Park pump track design (\$1,500 requested)
 - The grant review process has been affected by the COVID-19 crisis, but MARC received a request on 3/20/2020 for additional information for consideration
 - A grant decision is tentatively anticipated in May, but the schedule is subject to change as the COVID-19 response continues

MANAGED SITES

- **Hopewell Park / Danville Borough Farm**
 - Work on the proposed pump track design process and parking lot improvements are on hold until COVID-19 restrictions allow work to resume
 - The site remains open to public use with no problems or concerns noted to date regarding COVID-19 restrictions
- **Montour Township (Columbia County) Legion Road parcel**
 - No change since last meeting
- **North Branch Canal Trail**
 - The trail remains open to public use with no problems or concerns noted to date regarding COVID-19 restrictions
 - Trail Steward Wayne Kashner continues to monitor and maintain the trail as conditions allow
 - Stoudt on 4/23/2020 spoke with the owner of the Bear Hunters' Campground and discussed plans for upcoming work when COVID-19 restrictions allow work to resume
 - Stoudt does not anticipate new challenges in this location
- **River Drive parcel (North Branch Canal Trail trailhead and river access)**
 - The site remains open to public use with no problems or concerns noted to date regarding COVID-19 restrictions
 - No change since last meeting

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

- **Hess Recreation Area**

- The skatepark was closed on 4/7/2020 because of continued gatherings of individuals in defiance of COVID-19 restrictions
 - Stoudt and Mahoning Township Police officers placed pylons, rope, caution tape, and signage around the site to discourage use
 - As of 4/24/2020, Stoudt is aware of no violations of the closure and continues to monitor the site and maintain the closure materials
- Stoudt continues to maintain all other portions of the park as open to the public, but will continue to monitor COVID-19 guidance and will adjust as needed
- MARC continues to seek information regarding the damages caused to the athletic field turf on 3/26/2020
 - Evidence suggests two vehicles drove onto the grass beside the restroom building and proceeded across the fields to the multi-use field behind the skatepark where they did several donuts, eventually exiting the fields beside the pavilion
 - Mahoning Township Police and MARC have posted photos of the suspect vehicles to Facebook, but as of 4/24/2020, no arrests have been made in the incident
 - Stoudt and Piatt worked on 4/20 and 4/21/2020 to repair the damages to the extent possible, but field conditions remain too wet for final repairs
 - MARC thanks Brookside Nursery for the donation of a truckload of topsoil for the repairs
- Another incident occurred on 4/8 and 4/9/2020, involving three juveniles vandalizing the inside of the men's restroom and again driving onto the multi-use field and causing minor turf damages
 - Footage from MARC's cameras allowed the immediate identification of the responsible individuals and vehicle and Mahoning Township Police on 4/15/2020 located and spoke with the suspects
 - Because of the ages of the individuals and relevant information learned during the investigation, Mahoning Township Police and Stoudt recommended MARC consider community service rather than pressing charges
 - Stoudt worked on 4/17/2020 with the three juveniles to repair the turf damages to the extent possible and was satisfied with their work and apologies
- Volunteers Dustin Shipman and Matt Gerst on 4/17 – 4/21/2020 worked independently to repair the Mahoning Flats Trail boardwalk, clear downed trees along the Mahoning Flats Trail, repair sections of the softball field fence, and perform other maintenance tasks throughout the park
 - Shipman and Gerst again worked with MARC staff on 4/21/2020 to repair potholes along the park access road and re-grade the Robbins Trail
 - In all, Shipman and Gerst donated more than 40 hours of community service at the Hess Recreation Area and significantly assisted MARC's park maintenance efforts
- Stoudt and Piatt, using Stoudt's and MARC's tractors, on 4/20 and 4/21/2020 re-graded the main parking lot, repaired potholes on the park access road, repaired most of the turf damages, and re-graded the Robbins Trail
- The section of the Robbins Trail near the softball field continues to slowly slump toward Mahoning Creek, but MARC continues to be able to maintain a safe path through the area and continues to monitor the site for changes

DIRECTOR'S REPORT (continued)

MANAGED SITES (continued)

• Montour Preserve

- The visitors' center / environmental education center was closed to the public on 3/17 and remains closed until further notice because of COVID-19 restrictions
- Usage of the Preserve has been roughly three times higher than MARC has seen in past years at this same time of the year
- The Goose Cove and Heron Cove restrooms were closed on 3/20/2020 because of COVID-19 restrictions and because of theft and vandalism concerns
 - Unsanitary conditions began to quickly develop at parking areas and other locations around the property and MARC staff struggled to maintain the property in clean, sanitary condition
 - Stoudt on 4/4/2020 chose to reopen the restrooms with new signage and sanitary precautions
 - Since reopening the restrooms, MARC staff have found no new problems or incidents of theft
- MARC has accepted no new pavilion reservations for the 3/20 – 4/30 timeframe
 - As of 4/24/2020, only two reservations are scheduled for May (for reference, 15 in 2019)
- Stoudt has contacted Anthony Township and the Montour County Zoning Office to determine what permitting might be required to allow concessionaires at the Montour Preserve (NO CHANGE SINCE LAST MEETING)
 - No permitting will be required by Anthony Township, but MARC will be required to apply for a special exception from the Montour County Zoning Hearing Board
 - Stoudt will make the application as soon as possible
 - Stoudt anticipates a \$450 application filing fee and possible other permit fees (yet to be determined)
- Volunteers from the Master Gardener program have adopted the herb/pollinator garden near the visitors' center and are working to rehabilitate and improve the garden
- Volunteers from the PA Master Naturalist program have adopted the butterfly garden/wall along the Wildlife Management Trail and are working to rehabilitate and improve the feature
- Lake Chillisquaque is closed to boating 3/15 – 4/30 (per PA Fish & Boat Commission regulations)
- MARC staff plan to reinstall the fishing pier and boat dock on or around April 30
- Stoudt and Piatt worked on April 1 to begin setting up the Goose Cove picnic area water system, but found numerous leaks in the restroom building
 - Stoudt contacted a plumbing contractor for an estimate to repair the system (and the Heron Cove restrooms as previously planned), but is waiting for an estimate (work and material sourcing are limited by COVID-19 restrictions)
 - Stoudt and Piatt may proceed with reopening the water systems in coming days, but will likely not install the water fountain features at the pavilions (COVID-19 concerns)
 - Water cannot be made available to the public until testing and DEP reporting is complete
- Though all in-person programming remains suspended until further notice, Jon Beam has been working to create a weekly series of 'Nature Notes' programs, posted to MARC's Facebook page and the Montour Preserve website at <https://montourpreserve.org/nature-notes/>
- Beam has created new signage for the Planet Walk trail and is working to create a corresponding podcast; signage will be fabricated and installed as soon as COVID-19 restrictions allow

DIRECTOR'S REPORT (continued)

SPECIAL PROJECTS AND EVENTS

- **Columbia County Projects**

- No updates since last meeting

- **Danville / Montour County Bike / Pedestrian Safety**

- Stoudt worked with Danville Borough staff, the DBA, and LIVIC Civil to submit an application to DCNR's 2020 Non-Motorized Trails grant program in support of construction of the North Branch Canal Trail atop portions of the borough's Upper Susquehanna River and Hospital Run Levee system
 - The grant was submitted through Danville Borough on 4/22/2020 and, if approved, would match the borough's previously secured \$620,629.00 federal Transportation Alternatives Set-Aside grant funding
 - As part of the grant preparation process, Stoudt has updated the mapping of the larger North Branch Canal Trail project and related trails in Montour County
 - Mapping is available at
<https://drive.google.com/open?id=17se2PMghOEBzg70bdSTOg3HPCTTO9drE&usp=sharing>
 - Stoudt is following developments at the state level regarding an effort by House Republicans to amend pending legislation to freeze spending from several conservation and community development funds, likely to include at least some of the funding for the Non-Motorized Trails grant program
- Stoudt continues to participate in the SEDA-COG Middle Susquehanna Active Transportation Committee to advocate for pedestrian / bicycle safety improvements in and around Montour County
- Stoudt continues to participate in the Danville Business Alliance's (DBA) Design Committee to assist with pedestrian / bike safety improvements in and around Danville Borough

- **Mountain Biking Special Projects**

- Because of COVID-19 restrictions, no action has been taken to hold a next meeting of MARC's Mountain Biking Advocacy Group (MBAG)
 - Stoudt will continue to monitor COVID-19 developments to determine how best to proceed
- Stoudt continues to remain in contact with the new owners of the parcel of land adjacent to the Geisinger Stewardship Forest
 - Stoudt investigated grant opportunities and possible matching funds to allow for the acquisition of the parcel (estimated cost is approximately \$1,000,000), but has been unable to find any viable options to date
 - Stoudt will set up a meeting with interested parties as soon as possible to discuss possible next steps
- DirtSculpt remains committed to beginning the Hopewell Park pumptrack design process as soon as MARC allows (project is on hold until COVID-19 restrictions allow for meaningful public engagement in the planning and design process)

DIRECTOR'S REPORT (continued)

SPECIAL PROJECTS AND EVENTS (continued)

- **Washingtonville Revitalization**

- The Borough of Washingtonville's 150th anniversary celebration, initially scheduled for the weekend of April 24 – 26, has been postponed indefinitely due to COVID-19 restrictions
- Stoudt and Mayor Tyler Dombroski have met with a landowner adjacent to Chillisquaque Creek to identify and possibly secure a stream access easement
 - edits will be made to the proposed easement agreement to satisfy landowner concerns
 - if approved by the landowner, Stoudt will present to MARC's Board for consideration
 - follow-up conversations will be scheduled in coming weeks with additional landowners (subject to COVID-19 travel and meeting restrictions)
- Stoudt continues to work with volunteers to identify, map, and promote bicycling routes in the Washingtonville area
 - Work is proceeding slowly because of COVID-19 restrictions
- As noted on page 27 of this report, MARC has applied to the Central Susquehanna Community Foundation's Danville Area School District Youth in Philanthropy program for \$1,500 in grant funding for the purchase and installation of a new swing set at DeLong Park
 - MARC's application has made it through the initial review phase and is being considered for approval, but COVID-19 restrictions have delayed the grant process

- **Tourism Promotion Special Projects**

- The Farm to Fork Fun Ride, initially scheduled for 5/30/2020, has been postponed to 10/17/2020
 - MARC staff and volunteers anticipate assisting the Columbia-Montour Visitors Bureau with the event
- Stoudt continues to participate in the Danville Heritage Festival Committee (Saturday, 7/18/2020), assuming COVID-19 concerns allow the event to occur
- Stoudt and representatives of the Columbia-Montour Visitors Bureau are working to finalize the mapping of all parks, trails, and outdoor recreational sites in and around Montour County
 - draft mapping was released on 3/17 as part of MARC's COVID-19 response
 - improvements and upgrades will be made in coming weeks as conditions allow
- MARC staff will revisit the Riverside Borough river access, Montgomery Park, and other river access locations in coming weeks to adjust signage and perform maintenance as needed and as conditions allow

- **Health & Wellness Special Projects**

- The next meeting of the health and wellness group, scheduled for 3/31, has been indefinitely postponed due to COVID-19 restrictions

DIRECTOR'S REPORT (continued)

SPECIAL PROJECTS AND EVENTS (continued)

- **Races**

- **Montour 24 Endurance Runs**

- Planned event date: Friday, June 26 / Saturday, June 27
 - As of 4/24/2020, 70 have registered for the event (\$6,364.06 in registration fees)
 - Stoudt no longer believes MARC can successfully conduct this event
 - Too few participants have signed up for the event and Stoudt does not anticipate enough additional registrations
 - More importantly, Stoudt does not believe gathering 100 people +/- in one location for 24+ hours is wise and does not anticipate the COVID-19 situation being resolved in coming months
 - Stoudt will recommend during this meeting that MARC cancel, rather than reschedule, the event

- **Chilli Challenge**

- Planned event date: Saturday, October 10
 - Registration has not yet opened for the event
 - Stoudt no longer believes MARC can successfully conduct this event
 - Stoudt will recommend during this meeting that MARC cancel the event

OTHER UPDATES

- **Riverside Borough Park Improvements**

- Stoudt is working with the Borough of Riverside to discuss possible changes and improvements to park offerings in the Borough of Riverside
 - Stoudt and Riverside Borough officials may consider grant applications to help fund improvements, subject to timing and COVID-19 restrictions

- **Navigable Waters**

- Stoudt is consulting with regional organizations to determine how best to respond to recent developments regarding a legal challenge to the navigability of Fishing Creek in Columbia County
 - Stoudt is concerned the case may inspire similar challenges to other navigable waters in Columbia and Montour Counties, including Chillisquaque Creek

- **Montour and Columbia Counties Park, Trail, and Outdoor Recreation Mapping**

- Stoudt has released draft mapping of park, trail, and outdoor recreation features in Montour and Columbia Counties on MARC's website at <https://montourrec.com/parks-trails-in-montour-county/> and <https://montourrec.com/fish-and-boat-in-montour-and-columbia-counties-pa/>
 - Enhancements and additions to the mapping will be completed in coming weeks

DIRECTOR'S REPORT (continued)

OTHER UPDATES (continued)

- **MARC 2019 Montour County Audit**

- MARC on 3/12/2020 received notice of a clean audit by the Montour County Auditors for fiscal/calendar year 2019
 - See page 37 of this document for a copy of the auditors' letter

- **2020 Lawn Care**

- Big Pop began lawn care services for the season on 4/15/2020

- **Universal Accessibility / Trail Design**

- Stoudt attended two free webinars on 4/17/2020 hosted by the PA Land Trust Association to learn more about best practices for trail design and construction and providing universal accessibility

- **COVID-19**

- As noted throughout this report, MARC has responded on multiple fronts to the COVID-19 pandemic
- Stoudt is actively participating with Montour County's Emergency Management Agency in planning for possible responses and community support
- MARC will continue to follow safety guidance from local, state, and federal authorities to determine which park facilities and special events may remain open
- As of 4/24/2020, MARC is enforcing the following COVID-19 closures and cancellations:
 - as of 3/20/2020 and until further notice, the Montour Preserve Visitors' Center / Environmental Education Center is closed to public use
 - MARC will accept no new Montour Preserve pavilion reservations through 4/30/2020 and will extend the restriction as deemed necessary to comply with governmental mandates
 - The Hess Recreation Area skatepark was closed to public use on 4/7/2020 and will remain closed as long as deemed necessary to comply with governmental mandates
 - Stoudt and Beam have cancelled all MARC special events and programming through 4/30 and will extend the restriction as long as deemed necessary to comply with governmental mandates
 - The PA Master Naturalist training program planned for this spring at the Montour Preserve has been postponed to the fall, subject to compliance with governmental mandates
 - Stoudt will recommend during this meeting that MARC cancel the planned Montour 24 Endurance Runs and the Chilli Challenge
- Stoudt has directed MARC staff to practice all reasonable personal safety precautions, including wearing disposable gloves whenever cleaning or servicing the restrooms, picnic tables, or other areas of frequent hand contact
 - MARC's supply of disposable gloves is severely limited
 - MARC has a limited supply of face masks available for staff use
 - In the event Stoudt believes staff health is endangered by continued maintenance of park facilities, Stoudt will consult with MARC Board leadership for approval of additional closures

CAN I STILL PLAY OUTSIDE?

Yes—you can still play outside. Doing so will reduce stress and help you to feel better physically and emotionally!

Now that Montour County and all of PA is under a stay-at-home order, it's best if you stay in your own yard (if you have one).

If safe, take a walk or bike ride around your neighborhood with your household family.

If you go to a park, choose one as close to home as possible.

Whether you go outside at home, in your neighborhood, or at a nearby park or trail, please follow these recommendations to help keep yourself and others healthy:

1. If you're sick or you know you've been in contact with someone who is sick, please stay home.
2. Wear a mask. Avoid touching your face, eyes, and nose. Use your elbow to cover your nose and mouth when coughing or sneezing.
3. Take hand sanitizer and make sure you and your family use it regularly.
4. If a parking lot, trail, or other area looks busy, go elsewhere.
During the COVID-19 outbreak, 'peopley' is bad!
5. Stay at least six feet away from others and avoid playing in groups.
If someone else is close enough to touch with your hiking pole, bike, or fishing rod, they're too close!
6. Resist the urge to stop and socialize with others you may see when you're out. Parents, please stress this to your children if they are out without you.
7. Give as much room as possible on the trail when passing others.
Step off the trail to make room when possible and when doing so will not damage sensitive natural areas along the trail.
8. Avoid touching water fountains, door handles, playground features, picnic tables, and other park features. If you touched it, you can bet many other people did too before you!
9. Use the restroom before leaving home. Most park restrooms are closed. Plan the length of your planned visit accordingly.
10. Bring your own reusable water bottle. Doing so will avoid waste and the need to touch water fountains (which are probably off anyway!).

Montour Area Recreation Commission | PO Box 456, Danville, PA 17821 | (570) 336-2060 or RStoudt@MontourRec.com

revised 4/3/2020



DIRECTOR'S REPORT (continued)

OTHER UPDATES

- **MARC 2020 Budget**

- As noted throughout this report, MARC's 2020 budget is being severely impacted by the COVID-19 crisis
- As of 4/24/2020, using the best available information, Stoudt anticipates a 26% shortfall in anticipated income for fiscal/calendar year 2020, resulting in a combined shortfall of \$85,500.00
 - The anticipated shortfalls include the following:

STOUDT ANTICIPATED 2020 BUDGET	
INCOME SHORTFALLS (26% PREDICTED)	
CATEGORY	AMOUNT
Hotel Tax	\$ 55,000.00
Donations	\$ 7,000.00
Pavilion Reservations	\$ 7,500.00
Field Users' Fees	\$ 1,000.00
Race Registration Fees	\$ 15,000.00
TOTAL	\$ 85,500.00

- Stoudt has begun to defer any non-essential spending in anticipation of severe budget challenges later this year and into 2021
- Stoudt has revisited the 2020 budget to identify cuts that can be made to allow MARC to re-balance the budget and will put forward a revised budget for board consideration during this meeting
 - Proposed cuts total \$53,549.00 or 19.4% of budgeted spending
 - Balancing the budget will require securing \$18,672.61 in other income through a variety of sources
 - See pages 38 – 40 of this document

- **Mahoning Township statement of interest in joining MARC**

- The Mahoning Township Supervisors during their 4/13/2020 meeting expressed an interest in joining MARC
- Stoudt has been in contact with Mahoning Township to answer questions about the process and will provide updates to MARC's Board as they become available
- Per MARC's Intergovernmental Agreement of Cooperation:
Adding Participants: At any time during the term of this agreement, consideration may be given to invite, or at their own choosing allow, other municipal entities to join and become part of the Commission. The new Participant must pass an ordinance, or other action of its governing body of equal status, which includes approval of this agreement and its amendments and authorizes the additional execution of this agreement by the new Participant. Terms of such addition shall be approved by a majority of Participants at such time.

UPCOMING EVENTS AND MEETINGS

- ALL MARC PROGRAMMING AND SPECIAL EVENTS ARE CANCELLED THROUGH APRIL 30
- No new events are being added to the calendar until additional guidance is received from governmental authorities

AUDITORS OF MONTOUR COUNTY

COURTHOUSE
253 MILL STREET, DANVILLE, PA 17821
(570)271-3000 FAX (570)271-3088



HOME OF THE FIRST "T" RAIL IN AMERICA



Montour County Recreation Authority / Commission:

March 12, 2020

Re: The 2019 audit of M.A.R.C.

We the undersigned Auditors of Montour County, have audited and examined the records for your Authority / Commission and found everything to be in order.

We do hereby certify that the records are complete and correct to the best of our knowledge.

Audit was completed on February 20, 2020.

If you have any questions, please contact our office Monday through Thursday 8:00 a.m. to 2:00 p.m., at 570- 271-3044.

Cordially,

MONTOUR COUNTY AUDITORS

Jamie J. Becker

Elizabeth A. Brown

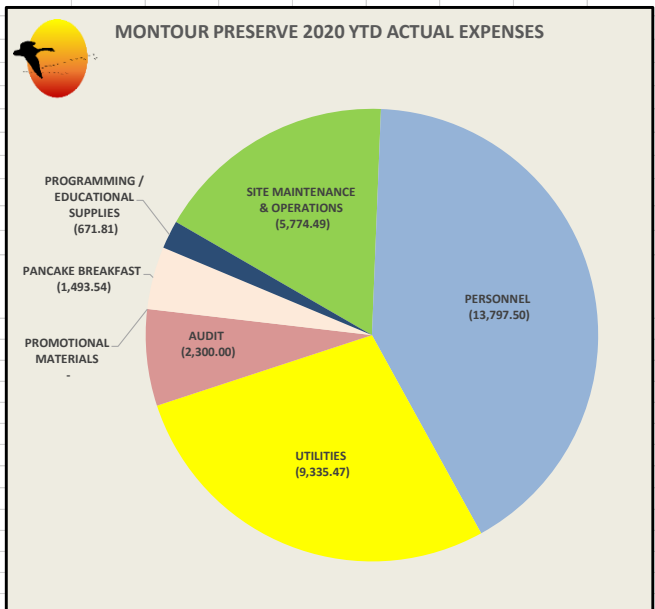
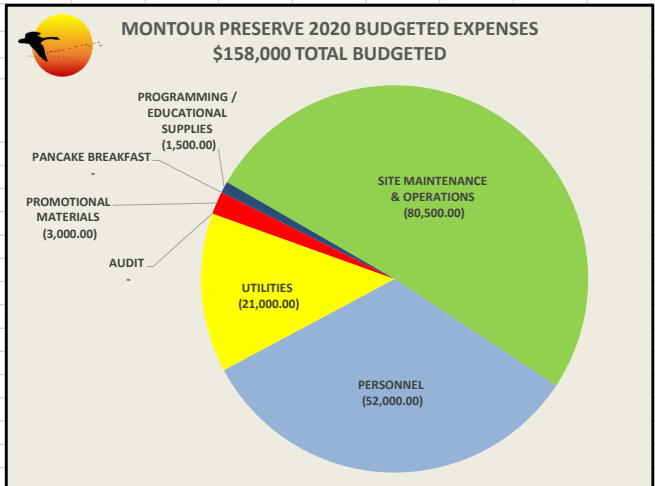
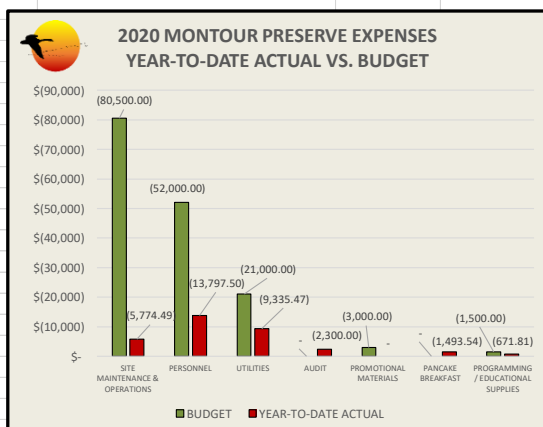
Ray F. Shurt

c.c.: Montour County Commissioner's

2020 MARC BUDGET W/ STOUTDT PROPOSED REVISIONS												
ADOPTED 11/25/2019; YEAR-TO-DATE INFORMATION UPDATED 4/23/2020; STOUTDT PROPOSED REVISED BUDGET AS OF 4/23/2020												
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL	STOUTDT PROPOSED REVISED BUDGET	YEAR-TO-DATE ACTUAL VS. BUDGET	FUNDING SOURCES	BUDGET	YEAR-TO-DATE ACTUAL	STOUTDT PROPOSED REVISED BUDGET	YEAR-TO-DATE ACTUAL VS. BUDGET	BUDGETED LINE ITEM SURPLUS / (DEFICIT)	STOUTDT PROPOSED REVISED BUDGET	ACTUAL YEAR-TO-DATE LINE ITEM SURPLUS / (DEFICIT)
PARK & TRAIL MAINTENANCE	Montour Preserve	\$ (158,000.00)	\$ (33,372.81)	\$ (130,000.00)	21.1%	DCNR grant (close-out payment in 2020)	\$ 30,000.00	\$ 30,000.00	100.0%			
						DCED grant reimbursement	\$ -	\$ 2,284.05				
						pavilion / auditorium reservations	\$ 10,000.00	\$ 2,300.00	2.3%			
						donations	\$ 6,000.00	\$ 3,300.00	24.2%	\$ (58,000.00)	\$ (38,793.55)	\$ 53,514.64
						pancake breakfast tickets	\$ -	\$ 1,585.12				
						transfer from Central Susquehanna Community Foundation Fund	\$ 50,000.00	\$ 50,000.00	100.0%			
						carryover prior year-end balance	\$ 4,000.00	\$ 1,337.28	33.4%			
	Hess Recreation Area	\$ (18,000.00)	\$ (4,627.99)	\$ (15,000.00)	25.7%	user fees [1,500]; donations [500]	\$ 2,000.00	\$ 750.00	15.0%	\$ (16,000.00)	\$ (14,250.00)	\$ (4,327.99)
	North Branch Canal Trail (Montour Co. portion)	\$ (1,500.00)	\$ (56.56)	\$ (1,250.00)	3.8%	donations [300]	\$ 300.00	\$ -	0.0%	\$ (1,200.00)	\$ (1,150.00)	\$ (56.56)
	Columbia County projects	\$ (3,000.00)	\$ (38.59)	\$ (3,000.00)	1.3%	Columbia County	\$ 3,000.00	\$ -	0.0%	\$ -	\$ -	\$ (38.59)
EVENTS	Hopewell Park/Borough Farm Trails	\$ (5,500.00)	\$ (1,034.30)	\$ (6,000.00)	18.8%	donations [500]	\$ 500.00	\$ 500.00	10.0%	\$ (5,000.00)	\$ (5,500.00)	\$ (984.30)
	River Drive parcel (NBCT parking)	\$ (2,000.00)	\$ (11.84)	\$ (1,400.00)	0.6%		\$ -	\$ -		\$ (2,000.00)	\$ (1,400.00)	\$ (11.84)
	Washingtonville Revitalization projects	\$ (6,000.00)	\$ (337.29)	\$ (6,000.00)	5.6%	donations [1,500]; grants [1,500]	\$ 3,000.00	\$ 417.67	13.9%	\$ (3,000.00)	\$ (3,000.00)	\$ 80.38
	tools & supplies	\$ (1,500.00)	\$ (650.48)	\$ (1,250.00)	43.4%		\$ -	\$ -		\$ (1,500.00)	\$ (1,250.00)	\$ (650.48)
	Humdinger Trail Races	\$ (11,500.00)	\$ (8,662.32)	\$ (10,700.00)	75.3%	race registration fees and sponsorships	\$ 11,500.00	\$ 12,172.00	105.8%	\$ -	\$ 1,472.00	\$ 3,509.68
	Chilli Challenge	\$ (7,500.00)	\$ (83.10)	\$ -	1.1%	race registration fees and sponsorships	\$ 7,500.00	\$ -	0.0%	\$ -	\$ -	\$ (83.10)
	Montour 24	\$ (7,500.00)	\$ (54.21)	\$ -	0.7%	race registration fees and sponsorships	\$ 7,500.00	\$ 3,870.00	51.6%	\$ -	\$ -	\$ 3,815.79
	Danville / Montour Co. bike / ped safety projects	\$ (1,000.00)	\$ (708.35)	\$ (1,100.00)	70.8%		\$ -	\$ -		\$ (1,000.00)	\$ (1,100.00)	\$ (708.35)
	wellness special projects	\$ (3,000.00)	\$ (197.94)	\$ (750.00)	6.6%		\$ -	\$ -		\$ (3,000.00)	\$ (750.00)	\$ (197.94)
	tourism promotion special projects	\$ (2,000.00)	\$ (1,184.20)	\$ (2,000.00)	59.2%		\$ -	\$ -		\$ (2,000.00)	\$ (2,000.00)	\$ (1,184.20)
SPECIAL PROJECTS & EVENTS	mountain biking special projects	\$ (10,000.00)	\$ (559.70)	\$ (8,000.00)	5.6%	donations [500]; grants [1,500]	\$ 3,500.00	\$ 2,000.00	0.0%	\$ (6,500.00)	\$ (6,000.00)	\$ (559.70)
	other special projects & events	\$ (2,000.00)	\$ (290.40)	\$ (750.00)	14.5%		\$ -	\$ -		\$ (2,000.00)	\$ (750.00)	\$ (290.40)
	admin / misc other (includes Stoutdt admin labor)	\$ (17,000.00)	\$ (5,993.73)	\$ (16,000.00)	35.3%		\$ -	\$ -		\$ (17,000.00)	\$ (16,000.00)	\$ (5,993.73)
	fundraising	\$ -	\$ (85.00)	\$ (500.00)			\$ -	\$ -	0.0%	\$ -	\$ (500.00)	\$ (85.00)
	insurance (D&O, General & Workers' Comp)	\$ (14,000.00)	\$ -	\$ (14,000.00)	0.0%		\$ -	\$ -		\$ (14,000.00)	\$ (14,000.00)	\$ -
	accounting	\$ (1,800.00)	\$ (385.00)	\$ (1,800.00)	21.4%		\$ -	\$ -		\$ (1,800.00)	\$ (1,800.00)	\$ (385.00)
	office supplies	\$ (1,000.00)	\$ (598.02)	\$ (1,000.00)	59.8%		\$ -	\$ -		\$ (1,000.00)	\$ (1,000.00)	\$ (598.02)
	dues & fees	\$ (1,000.00)	\$ (1,251.00)	\$ (1,251.00)	125.1%		\$ -	\$ -		\$ (1,000.00)	\$ (1,251.00)	\$ (1,251.00)
	public notices	\$ (1,000.00)	\$ (159.60)	\$ (500.00)	16.0%		\$ -	\$ -		\$ (1,000.00)	\$ (500.00)	\$ (159.60)
						Montour Co. Act 13 funding	\$ 5,000.00	\$ -	0.0%	\$ 5,000.00	\$ 5,000.00	\$ -
ADMIN / INSURANCE					Montour County Hotel Tax	\$ 100,000.00	\$ -	45,000.00	0.0%	\$ 100,000.00	\$ 45,000.00	\$ -
					Geisinger contribution	\$ 25,000.00	\$ 25,000.00	25,000.00	100.0%	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
					transfer from Central Susquehanna Community Foundation Fund	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
					carryover 2019 year-end unrestricted balance	\$ 2,000.00	\$ 13,349.94	\$ 13,349.94	667.5%	\$ 2,000.00	\$ 13,349.94	\$ 13,349.94
OTHER					unrestricted donations	\$ 5,000.00	\$ 1,405.00	\$ 2,500.00	28.1%	\$ 5,000.00	\$ 2,500.00	\$ -
					other income	\$ -	\$ -	\$ 18,672.61		\$ -	\$ 18,672.61	\$ -
	TOTAL EXPENSES	\$ (275,800.00)	\$ (60,342.43)	\$ (222,251.00)	21.9%	TOTAL INCOME	\$ 275,800.00	\$ 145,452.06	\$ 222,251.00	52.0%	\$ -	\$ 83,109.63

MONTOUR PRESERVE 2020 BUDGET			
BUDGET ADOPTED 11/25/2019; YEAR-TO-DATE AS OF 4/23/2020			
STOUDT PROPOSED REVISED AS OF 4/24/2020			
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL	STOUDT PROPOSED REVISED
personnel	(52,000.00)	(13,797.50)	(48,000.00)
cleaning service	(4,500.00)	(800.00)	(4,000.00)
HVAC system maintenance	(1,000.00)	-	-
lawn care	(21,000.00)	-	(21,000.00)
parking lot / road maintenance	(7,500.00)	(196.50)	(500.00)
security system	(1,500.00)	(215.34)	(1,500.00)
sewage pumping	(1,000.00)	-	(1,000.00)
snow plowing	(2,500.00)	-	-
supplies / misc.	(16,000.00)	(4,462.65)	(12,000.00)
ATV purchase	(10,000.00)	-	-
water testing	(1,000.00)	(100.00)	(1,000.00)
wildlife management	(4,500.00)	-	(4,500.00)
picnic area sinks repair/replacement	(2,000.00)	-	(2,000.00)
picnic area pavilion / restroom painting	(4,000.00)	-	(750.00)
visitors' center / EEC signage replacement	(2,000.00)	-	-
trail markers and signage	(2,000.00)	-	(2,000.00)
electric	(15,000.00)	(7,864.10)	(15,000.00)
internet service	(2,000.00)	(344.66)	(2,100.00)
telephone	(1,300.00)	(421.65)	(1,250.00)
trash service	(2,000.00)	(500.00)	(1,500.00)
website hosting / email service	(700.00)	(205.06)	(700.00)
audit	-	(2,300.00)	(6,700.00)
promotional materials	(3,000.00)	-	(2,000.00)
pancake breakfast	-	(1,493.54)	(1,500.00)
programming & educational supplies	(1,500.00)	(671.81)	(1,000.00)
EXPENSE TOTAL	\$(158,000.00)	\$ (33,372.81)	\$ (130,000.00)

MONTOUR PRESERVE			
BUDGETING VS. ACTUAL EXPENSES			
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL	STOUDT PROPOSED REVISED
SITE MAINTENANCE & OPERATIONS	(80,500.00)	(5,774.49)	(50,250.00)
PERSONNEL	(52,000.00)	(13,797.50)	(48,000.00)
UTILITIES	(21,000.00)	(9,335.47)	(20,550.00)
AUDIT	-	(2,300.00)	(6,700.00)
PROMOTIONAL MATERIALS	(3,000.00)	-	(2,000.00)
PANCAKE BREAKFAST	-	(1,493.54)	(1,500.00)
PROGRAMMING / EDUCATIONAL SUPPLIES	(1,500.00)	(671.81)	(1,000.00)
EXPENSE TOTAL	\$(158,000.00)	\$ (33,372.81)	\$ (130,000.00)



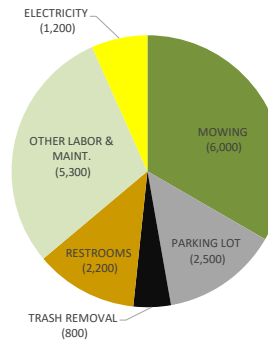
MONTOUR AREA RECREATION COMMISSION MANAGED SITES 2020 BUDGETS

BUDGET ADOPTED 11/25/2019

YEAR-TO-DATE INFORMATION UPDATED 4/23/2020; STOUTD PROPOSED REVISED BUDGETS AS OF 4/23/2020

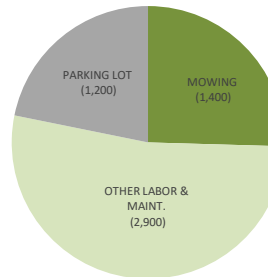
HESS RECREATION AREA 2020 BUDGET			
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL	STOUTD PROPOSED REVISED
MOWING	(6,000)	-	(6,000.00)
PARKING LOT	(2,500)	(2,000.00)	(2,500.00)
TRASH REMOVAL	(800)	(260.00)	(800.00)
RESTROOMS	(2,200)	(832.35)	(2,000.00)
OTHER LABOR & MAINT.	(5,300)	(1,411.06)	(3,000.00)
ELECTRICITY	(1,200)	(118.66)	(700.00)
TOTAL	(18,000)	(4,622.07)	(15,000.00)

2020 HESS RECREATION AREA BUDGETED EXPENSES



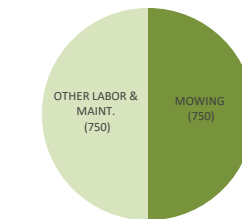
HOPEWELL PARK 2020 BUDGET			
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL	STOUTD PROPOSED REVISED
MOWING	(1,400)	-	(1,400.00)
OTHER LABOR & MAINT.	(2,900)	(1,028.38)	(1,600.00)
PARKING LOT	(1,200)	-	(3,000.00)
TOTAL	(5,500)	(1,028.38)	(6,000.00)

2020 HOPEWELL PARK BUDGETED EXPENSES



NORTH BRANCH CANAL TRAIL (MONTOUR) 2020 BUDGET			
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL	STOUTD PROPOSED REVISED
MOWING	(750)	-	(500.00)
OTHER LABOR & MAINT.	(750)	(50.64)	(750.00)
TOTAL	(1,500)	(50.64)	(1,250.00)

2020 NORTH BRANCH CANAL TRAIL (MONTOUR CO.) BUDGETED EXPENSES



RIVER DRIVE PARCEL 2020 BUDGET			
EXPENSE	BUDGET	YEAR-TO-DATE ACTUAL	STOUTD PROPOSED REVISED
MOWING	(1,200)	-	(1,000.00)
OTHER LABOR & MAINT.	(800)	(11.84)	(400.00)
TOTAL	(2,000)	(11.84)	(1,400.00)

2020 RIVER DRIVE PARCEL BUDGETED EXPENSES

